



# Request Reciprocal Recognition

## for Apprentices Registered Outside RI

Apprenticeship Sponsors registered with the US Office of Apprenticeship or another State Apprenticeship Agency may seek reciprocal approval from DLT so their apprentices may perform on-the-job learning (OJL) hours in Rhode Island. This is essential to work in Rhode Island as an apprentice in a state licensed trade. Sponsors seeking reciprocal approval must meet Rhode Island wage and hour provisions and apprentice ratio standards.

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

*Get forms on our website  
[www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship)*

*It takes 3-4 weeks to receive  
an apprenticeship card.*

*You can check the status of  
apprentices on our website.*

*Reciprocal approval is valid  
for up to one year and can  
be renewed.*

*There is no longer a fee.*

### APPROVED APPRENTICESHIP AGREEMENT

Copy all pages. Must show wage schedule and signatures.

### EVIDENCE THAT REGISTRATION IS CURRENT

Evidence dated within the year that the apprentice is still registered such as an apprenticeship card, renewal, or verification from the Registration Agency. The Apprenticeship Agreement fulfills this requirement if it was approved in the last year.

### COMPANY RATIO SHEET

List employees with RI licenses, or for non-licensed trades a list of employees paid as journeyworkers in the trade, demonstrating the company meets RI ratio guidelines for the project where On-the-Job Learning will occur.

### RHODE ISLAND WAGE REQUIREMENT

Demonstrate journeyworker wage equals or exceeds RI wage for the occupation on the Apprenticeship Agreement. If necessary, the sponsor may execute a RI Apprenticeship Agreement for this purpose.

Link to prevailing wage schedules: [www.wdol.gov/dba.aspx](http://www.wdol.gov/dba.aspx)

**!!** Reciprocal approval is only valid as long as the apprentice is registered in good standing in the originating jurisdiction.



### Rhode Island Department of Labor and Training, Apprenticeship Office

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