



Register an Apprenticeship Program

Registration Checklist

DLT requires the following items submitted together to process your Apprenticeship Program Registration. Incomplete submissions will be returned to you to complete.

MAKE AN APPOINTMENT IF YOU ARE A NEW SPONSOR

We will walk you through and explain the requirements and terminology.

NEW SPONSOR INTAKE SHEET

APPRENTICESHIP STANDARDS

Standards must be typed, signed, and include all required elements. Potential new sponsors will meet with an **Apprenticeship Training Representative** to develop a set of apprenticeship standards which include an on-the-job learning outline, related classroom instruction outline, apprenticeship program operating procedures, a progressive training wage schedule, and a description of the requirements for entry and completion. The **Standards Template** will help you prepare Standards that comply with all relevant apprenticeship requirements.

THESE TWO ITEMS MAY APPLY

ID for LICENSED OCCUPATIONS

Submit a photocopy of Master's License and Photo ID (color preferred).

AFFIRMATIVE ACTION PLAN

Required for programs with five or more apprentices. New sponsors have a 12 month grace period after registering to file an Affirmative Action Plan.

!! PROGRAMS REGISTERED ELSEWHERE IN US

If your program is registered with the US Office of Apprenticeship or another state you need to request reciprocity for apprentices to work in Rhode Island rather than registering the program in RI (See Checklist). This is essential in the licensed trades.

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

New programs are reviewed by the RI Apprenticeship Council which meets monthly.

You can check your registration status on our website.

There is no longer a fee.



Apprenticeship Training Representatives

Building Trades

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RI DLT Apprenticeship Office

Manufacturing, Information Technology, Healthcare, Financial Services, & Other Non-Trade

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Apprenticeship RI