



Cancel an Apprentice

Please notify the Rhode Island Apprenticeship Office promptly of any apprentice leaving your program. If you are a RAPIDS users, please cancel apprentices online rather than returning this form. This form can be returned via email, mail, or dropped off at the office.

Apprenticeship Sponsor

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

Date of Cancellation month/day/year

Wage Immediately Prior to Cancellation \$ _____ per hour

On-the-job Learning Hours Completed (OJL) _____

Was the apprentice canceled within the probationary period?

YES Probationary Cancel NO

Instruction Hours Completed (RTI) _____

Which party requested the cancellation?

Sponsor Apprentice

Were appeal rights explained to the apprentice? (see page 2 for more information)

YES NO

Reason for Cancellation: Please check the reason that best describes the reason for cancellation or write in a reason.

- A. left to accept related employment
- B. left to accept other employment
- C. entered military service
- D. transferred to another program
- E. lack of work
- F. unsatisfactory performance
- G. not attending related instruction

- H. voluntary quit
- I. illness/ death
- J. apprenticeship program discontinued by sponsor
- K. apprenticeship program canceled by Registration Agency
- L. other reason

Signature of Sponsor



Rhode Island Department of Labor and Training, Apprenticeship Office

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Center General Complex, Bldg 70
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www.dlt.ri.gov/apprenticeship

(401) 462-8580 opt 1

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GUIDANCE ON CANCELING APPRENTICES

DOCUMENTATION

If the cancelled apprentice seeks to register as an apprentice in the future they will need 1) a letter on company letterhead with dates and total hours worked as an apprentice for your company, 2) a copy of their work record book, and 3) documentation (transcripts) of courses completed. It is good practice when an apprentice leaves a program to make sure that the apprentice has a copy of these items and that you, as Sponsor, maintain these items on file for at least 5 years.

REQUESTING COMPLETION FOR MULTIPLE APPRENTICES

When canceling a large number of apprentices 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 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.

RIGHTS OF APPRENTICES WITH REGARD TO CANCELANATION

Please refer to the program standards of apprenticeship (excerpts below).

SECTION I. Responsibilities of Sponsor

- M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).*
- N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.*

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8); 29.5(b)(20); RIGL 28-45-9(2)(viii)

... During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

... After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

