

Please notify the Apprenticeship Office within 45 days of an apprentice completing your program using this form. RAPIDS users please complete the apprentice online and upload a scan of this document. Retain a copy with your records. Completion certificates will be mailed to the sponsor. Sponsors may request completion certificates in anticipation of completion in order to have them for presentation at a celebratory event. Contact the DLT Apprenticeship Office for details.

### BASIC COMPLETION INFORMATION

First Name	Middle Name	Last name	Suffix
Occupation		Apprentice Card Number	
On-the-Job Hours Completed	Instruction Hours Completed	Date of Completion mo/day/year	Completion Wage \$ / hr

**Did apprentice earn college credits or a degree as part of the apprenticeship?**

- No college credits earned
- College credits earned, No degree
- Associate's Degree
- Bachelor's Degree
- Graduate Degree

**Credentials Earned.** List certifications, licenses, or other industry-recognized credentials earned by the apprentice as part of their apprenticeship, or check box for  None

### DOCUMENTATION OF COMPLETION OF INSTRUCTION (check one)

Evidence of course completion from the education provider is attached; or

The sponsors provided related instruction in house. By signing below the sponsor attests that the apprentice satisfactorily completed the related instruction as outlined in the Apprenticeship Standards.

### SPONSOR SIGNATURE

Name of Sponsor (Company Name)

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed all the terms of the apprenticeship program as registered with the Apprenticeship Office and is working at a fully-proficient level. I hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_

### FOR OFFICE USE ONLY

Complete & matches Registration	Meets completion criteria	Date in RAPIDS	Noted on Agreement	Certificate printed	Grant report
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