

DLT Apprenticeship Office policies prevent employers from keeping individuals as perpetual apprentices. For this reason all apprenticeship cards come with an expiration date. Any apprentice who has kept up with their related instruction, but needs more time to get the required number of work hours will be granted a new card with an additional year by returning this completed form. More time may also be granted by the Rhode Island Apprenticeship Council for extenuating circumstances.

Full Name of Apprentice (as it appears on the Apprenticeship Agreement) First Middle Last	
Occupation	Apprenticeship Sponsor
On the job hours (OJL) completed	Instruction (RTI) hours completed
Current hourly wage	Instruction Provider

Has the Apprentice completed all instruction required to complete the Apprenticeship?



Submit this form with proof of schooling, preferably copies of transcripts from the instruction provider. Sponsors who provide training in house, can send a signed statement from the Sponsor’s Training Director certifying that the apprentice satisfactorily completed the related instruction as outlined in the Apprenticeship Standards.

On behalf of the above named sponsor, I hereby certify that the apprentice remains active in the apprenticeship program and has not completed the term of apprenticeship. The sponsor will make a good faith effort to assign the apprentice to work hours in all the skill-areas as documented in the Standards of Apprenticeship and /or encourage the apprentice to sit for any required exam at the earliest date available.

Signature: _____ Date: _____

For **extenuating circumstances** you may request to a date to appear before the State Apprenticeship Council by sending a letter with the following:

- ✓ Document the work hours (OJL) and instruction (RTI) the apprentices has completed to date,
- ✓ What was the barrier that delayed completion of the apprenticeship?
- ✓ What actions are being taken to overcome the barrier(s) and enable the apprentice to complete?
- ✓ Signature of sponsor and apprentice.

Examples where more time may be granted: military service, extended illness, or documented need to repeat a portion of instruction or on-the-job learning to achieve mastery.

Example where the department denies extensions in the absence of extenuating circumstances: apprentice did not attend instruction.

  Contact Us Apprenticeship Office	dlt.apprenticeship@dlt.ri.gov www.dlt.ri.gov/apprenticeship voice (401) 462-8536 fax (401) 462-8528	Center General Complex, Bldg 70 1511 Pontiac Avenue PO Box 20247 Cranston, RI 02920-0943
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