

REGISTER AN APPRENTICESHIP PROGRAM

CONTACT THE APPRENTICESHIP OFFICE TO GET STARTED

Email dlt.apprenticeship@dlt.ri.gov or call (401) 462 8536 with the following information and we will guide you through the process and provide the appropriate templates.

- Name of sponsor who wants to register the apprenticeship
- Indicate if you previously had a registered program
- Primary contact name and how to reach you
- Occupations to be apprenticed

APPRENTICESHIP BASICS

OUT OF STATE SPONSORS

You need to [request reciprocity](#) for apprentices to work in Rhode Island rather than registering the program in RI. This is essential in the licensed trades.

(401) 462 8526

- ✓ RI DLT Apprenticeship Office is the registration agency for Rhode Island. We are part of the national Registered Apprenticeship system.
- ✓ Every Apprenticeship Program has a document called the “Standards of Apprenticeship.” This is a public document shared with apprentices describing operation of the program including:
 - Program entry requirements
 - On-the-job learning outline
 - Education provider and coursework outline
 - Completion requirements: time-based, competency-based or hybrid
 - Progressive training wage schedule
 - Sample Apprenticeship Agreement
 - Program contact information
- ✓ In licensed trades, program registration requires a photocopy of Master’s License and photo ID (color preferred). We will work with you to ensure that your program meets licensing requirements for the trade.
- ✓ The Apprenticeship Sponsor Information Sheet is on the back side of this page.

  **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

This sheet asks for information we need to guide you through preparing your Standards and registering your program. Unlike the Standards, this document is for office use only and not for distribution to apprentices.

Sponsor	FEIN Federal Employer Identification Number _____
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Date	National Affiliation, if any
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Industry Code (NAICS)	6 digits categorizing the company's business activity See NAICS List
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Products / Services

Type of Sponsor Employer Community-Based Organization College / University Foundation Public Sector Agency Union / Labor None of the Above, Other	Profit or Non-Profit For Profit Not for Profit	Have you registered a program before? No Yes, in Rhode Island Yes, in another state
	Program Administrative Type Single Employer Multiple Employer Sponsor Single-Employer Joint Group Joint	Who will oversee the program? Individual will be designated Apprenticeship Training Committee

Do you want program on the WIOA Eligible Training Provider List (ETPL)? Yes No	Number employed in Rhode Island <i>(all occupations)</i>
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YOUR COMPANY WORKFORCE IN APPRENTICE OCCUPATION(S)

Occupation	Number of Fully-Proficient Employees by Occupation <i>(exclude apprentices, trainees)</i>			
	Total	Women	Minorities	Age 16-24

Are the workers in the apprenticed occupations represented by a union? If yes, name of union(s)	Yes	No
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Administrative Login to RAPIDS. The primary contact designated on the standards will receive an administrative login to manage apprentice registrations. You may request additional logins by specifying additional contacts.

First and Last Name	Email
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