



Rhode Island Office of Apprenticeship
Department of Labor and Training
Center General Complex
1511 Pontiac Avenue, Building 70
P.O. Box 20247 Cranston, RI 02920-0943

Richard Palmiere, Supervisor of Apprenticeship
(401) 462-8536
www.dlt.ri.gov/apprenticeship

CHECKLIST

For Sponsors Registering an Apprentice in Rhode Island

SIGNED APPRENTICESHIP AGREEMENT

Completed [Apprenticeship Agreement and Appendix B](#) signed by apprentice and sponsor. New Sponsors may use the online Registration System to print the Agreement for signature. Your Apprenticeship Training Representative can create an account for you.

FEE

\$24 annual apprentice registration fee (check or money order payable to RI DLT).

PHOTO ID for APPRENTICES IN THE CONSTRUCTION TRADES

Copy of a valid government issued photo ID, such as a driver's license.

CONSTRUCTION TRADE RATIOS

[Ratio Sheet](#) demonstrating that the sponsor has sufficient journeyworker (mentors) for the number of apprentices registered. For licensed trades (Electricians, Sheet Metal Workers, Plumbers), the sponsor must provide proof that journeyworkers hold appropriate licenses.

TIMELINE: *It takes approximately two weeks to receive an apprenticeship card.*

Apprenticeship Training Representatives:

Construction Trades

Juana Rosales
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RI DLT Office of Apprenticeship

For Other Occupations

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Apprenticeship RI