



State of Rhode Island and Providence Plantations
Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
TDD: (401) 462-8006

Re: New Apprentice Application Processing:

PLEASE NOTE NEW APPRENTICE AGREEMENT APPLICATION

When registering new apprentices, include the following items:

1. Apprenticeship Agreement application (must be filled out completely & be legible)
2. Company ratio sheet (RI licensed Journeyman or Mentors) for CONSTRUCTION TRADES
3. One photocopy (color preferred) valid Driver's License or Government issue photo I.D. (example: driver's license)
4. A check or money order in the amount of \$24.00 payable to RIDLT
5. "If registering an apprentice with previous credit" a notarized letter on company letterhead with dates and total hours worked from previous company. (No credit will be given towards an apprenticeship without proper documentation. **Apprentices must submit new paperwork every time they start with a new sponsor.**)
6. Proof of related instruction registration (Last completed certificate or current proof of enrollment)
7. Apprentices to utilize the **monthly record book** to record OJT hours and RTI hours.

Failure to submit any of the items noted above will delay the processing of your application.

All forms can be found at the following website: (please note; all forms may be filled out online and printed. We will no longer be using or accepting previous agreements.) Forms are fillable pdfs.

<http://www.dlt.ri.gov/apprenticeship/appForms.htm> as of 10/1/2016

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

Please note; apprentice and sponsor registration hours are Tuesday, Wednesday, and Thursday, 10 AM to 2 PM. Call Richard Palmiere, Supervisor of Apprenticeships Training Programs at (401) 462-8536 to make an appointment. Fax #: (401) 462-8528.

Thank you,

Richard Palmiere
Supervisor of Apprenticeship Training Programs