



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 Registering an Apprenticeship Program in Rhode Island

This is a checklist of what is required for registering your apprenticeship program. Potential sponsors must work with an Apprenticeship Training Representative to develop a set of apprenticeship standards which include an on-the-job learning outline, related classroom instruction curriculum, apprenticeship program operating procedures, a progressive training wage schedule, and a description of the requirements for entry and completion. A template is provided to help you prepare Standards that comply with all relevant apprenticeship requirements. The program will be registered when the Rhode Island State Office of Apprenticeship finds that the sponsor has met all requirements.

- Applicant has spoken to an Apprenticeship Training Representative about program design.
- Program Standards document complete and signed by applicant.
- Standards must include an Affirmative Action Plan and Selection Procedures unless the program has fewer than 5 apprentices.
- \$120 registration fee paid by check or money order made out to RI DLT for sponsors EXCEPT licensed trades (Electrical, HVAC, and Plumbing) and School to Apprenticeship programs per RIGL 28-45-9.1.
- Programs in licensed trades must submit a photocopy of Master's License and Photo ID.

PROGRAM REGISTERED OUT OF STATE

- Programs registered in MA or CT can check with the RI Office of Apprenticeship to see if a reciprocity application would be more appropriate than registering the program in RI.

Apprenticeship Training Representatives

Construction Trades

Juana Rosales
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RI DLT Office of Apprenticeship

For Other Occupations

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TIMELINE: *It takes 3-4 weeks to become a sponsor after submitting the signed Standards and fee.*