2014 - Edition

STATE OF RHODE ISLAND

STANDARDS OF APPRENTICESHIP

FORMULATED BY:

TRAINING PROGRAM SPONSOR: John's Electric

ADDRESS: 273 Sponsor St. Cranston, RI 02998

FOR THE OCCUPATION(S) OF:

Electrical	4 years/8000 hours

WITH THE ASSISTANCE of

The Rhode Island Department of Labor & Training

Building #70 1511 Pontiac Avenue,
POB # 20247 Cranston, RI 02920-0943

BY:_____

SUPERVISOR OF APPRENTICESHIP

PROVISIONAL APPROVAL DATE: _____

APPROVAL DATE: _____

Table of Contents

Forward iii
Definitions iv
Related Technical Instruction 1
Wage Schedule 3
Journey Worker/Mentor Wage Rate. 3
Periodic Examinations 3
Ratio 4
Probationary Period 4
Safety and Health Training 5
Qualifications for and Selection of Apprentices 5
Apprenticeship Agreement 6
Transfer of an Apprentice Between or Within Apprenticeship Programs 6
Credit for Previous Experience 7
Grandfathering of Apprentices 7
Supervision of Apprentices 7
Certificate of Completion 7
Registration of Apprenticeship Standards 8
Notice to Registration Agency 8
Adjusting Differences/Complaint Procedures 9
Conformance with State and Federal Laws 10
Maintenance of Records 10
Consultant 10

FOREWORD

John's Electric recognizes the need for structured training to maintain the high level of skill and competence demanded in our industry.

Registered Apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled within the selected occupation and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the John's Electric has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by existing State and Federal regulations and statues

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship. *(If applicable)*

CERTIFICATE OF TRAINING: A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the program sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

COORDINATOR/DIRECTOR: Means the person designated by the program sponsor to perform the duties stated in the standards of apprenticeship.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(If applicable)*

INTERIM CREDENTIAL: Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. *(If applicable)*

JOINT APPRENTICESHIP TRAINING COMMITTEE (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). If no collective bargaining agreement exists, the committee may include employer and employee representatives.

JOURNEYWORKER/MENTOR: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience. The tasks defined for the apprentice in each occupation will represent the work processes described in these Apprenticeship Standards in line with the apprenticeship course outlines that are approved by the U.S. Department of Labor, Office of Apprenticeship.

PROGRAM SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. (**Rhode Island Department of Labor & Training, Division of Workforce Regulation & Safety – Office of Apprenticeship**)

RELATED INSTRUCTION (RI): An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR/EMPLOYER: The person or persons designated by the program sponsor/employer who is responsible for ensuring the integrity of the administrative and record keeping requirements of on the job learning/training.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. *(If applicable)*

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

UNION: Means any organized labor organization, party to an appropriate labor agreement between the parties.

1. TERM OF APPRENTICESHIP PROGRAM

The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (at least 2,000 hours) (time-based approach), attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach).

The **time-based approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

The **competency-based approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete a minimum of 2,000 hours or one (1) year of on-the-job learning. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.

The **hybrid approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

This program will utilize the Time approach. The term of apprenticeship shall be 8000 of reasonably continuous employment, including the probationary period, plus a minimum of 144 hours of related technical instruction each year of the term. In the event the apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked.

The apprentice's progress in each phase of apprenticeship may be determined on the credited hours. Therefore, an apprentice who, by unusual aptitude and industry, or because of past education and/or practical experience, achieves the desired level of attainment in one phase of the apprenticeship in less than the time designated may be advanced to the next phase. The determination of such achievement in less than the usual scheduled hours shall be made by the sponsor.

The sponsor intends and expects to give the apprentice continuous employment. However, the sponsor reserves the right to suspend the apprentice whenever conditions of business make that necessary. Any apprentice whose term of apprenticeship is suspended for such reason will be given the opportunity of reemployment before an additional apprentice is employed.

2. WORK EXPERIENCE

The apprentice is responsible for the documentation of all work experience and will provide this documentation to the sponsor to verify satisfactory progress through the apprenticeship program. The apprentice shall be taught the use, care and effective handling of all tools and equipment commonly used in the occupation. The apprentices shall be given work experience and training in the occupation to assure them the skill and proficiency that characterizes a qualified journey worker/mentor as herein defined. Such on-the-job learning (OJL) shall be carried on under the direction and guidance of a qualified journey worker/mentor in the occupation. No apprentice will be allowed to work overtime if it interferes with apprentice's related-technical-instruction (RTI).

The workday and workweek for apprentices, and the conditions associated therewith, shall be the same as those of other classifications of employees within the company doing comparable work.

3. RELATED TECHNICAL INSTRUCTION

All apprentices shall be required to attend classes in subjects related to the occupation. One hundred forty-four (144) hours per year is normally considered necessary. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during the regular working hours, the apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not practicable, the related technical instruction may be conducted by means of distance learning, correspondence, electronic, or company-sponsored courses approved by the Registration Agency.

The amount of time to be devoted to each subject and the sequence they are to follow will depend upon the type of work being performed by the apprentice. It is intended that this classroom instruction shall be so integrated with the work that the apprentice and the company will receive the maximum benefits from such instruction.

The apprentice is responsible for the documentation of all related technical instruction obtained on behalf of the program, and will provide this documentation to the sponsor to verify satisfactory progress through the apprenticeship program.

Failure on the part of the apprentice to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement.

4. WAGE SCHEDULE

A statement of the progressively increasing scale of wages to be paid the apprentice consistent with the skill acquired, the entry wage to be not less than the minimum wage prescribed by the Federal and State Labor Standards Acts, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement;

(NOTE: At no time may the apprentice's wage rate be less than that required by any minimum wage law which may be legally applicable.)

Apprentices shall be paid not less than the following rates per hour:

PERIOD (Hours) (No.) 4 years (Hours) 8000

1st 1000 hours	50%	6th 1000 hours	75%
2nd 1000 hours	55%	7th 1000 hours	80%
3d 1000 hours	60%	8th 1000 hours	85%
4th 1000 hours	65%	9th 1000 hours	
5th 1000 hours	70%	10th 1000 hours	

The journey worker/mentor wage rate as of 8/18/2014 **is $**20.00 **per hour.**

5. PERIODIC EXAMINATIONS

After the probationary period and before each period of advancement, or at any other time when conditions may warrant, the sponsor or an authorized representative may examine the apprentice to determine whether they have made satisfactory progress. If the apprentice's related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient before advancing to the next wage classification. There shall be no more than one (1) additional extended period prior to the next scheduled advancement.

Should it be found that the apprentice does not have the ability or desire to continue the training and become a competent worker, the supervisor should recommend to the sponsor that the agreement be terminated, and such a finding shall be deemed adequate cause for the canceling of an apprenticeship

agreement. The Registration Agency shall be notified in writing of any such cancellation.

6. RATIO

The ratio of journey worker/mentor to apprentice is the standard for training the maximum number of apprentices while insuring proper supervision, training, safety, and continuity of employment. No more apprentices shall be employed than can be given proper supervision on the job and afforded employment opportunity upon completion of the apprenticeship.

The **minimum** ratio of journey worker/mentor to apprentice **within the building and construction industry** shall in accordance with Appendix A of the Rules and Regulations Relating to Labor Standards for the Registration of Apprenticeship Programs under Title 28, Chapter 45 Apprenticeship Programs in Trade & Industry.

7. PROBATIONARY PERIOD

All applicants selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25% of the length the program, or 1 year, whichever is shorter. All apprentice's records shall be reviewed, by the sponsor, prior to the end of the probationary period.

The first 1000 _____ of employment for the apprentice, after signing the apprenticeship agreement, shall be a probationary period. During this probationary period, the agreement may be canceled by the Registration Agency upon request of either party thereto. After the probationary period, the agreement may be canceled for due cause. "Due Cause" shall include, but not be limited to, infraction of company rules set up in accordance with company policy, or failure to meet the required standards of proficiency. Apprentices shall be given full credit for such period toward completion of their apprenticeship. The Registration Agency shall be advised promptly of all cancellations and terminations of apprenticeship agreements, whether during or after the probationary period.

An Apprentice will serve only one (1) probationary period throughout the term of this apprenticeship program regardless of transfer(s) to another sponsor.

8. SAFETY AND HEALTH TRAINING

The sponsor shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either: Occupational Safety and Health standards promulgated by the U.S. Secretary of Labor or Rhode Island standards that have been found to be at least as effective as the Federal standards.

9. QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

A. **Qualifications:**

Applicants accepted and indentured as apprentices shall meet the following basic qualifications:

i. Age: All applicants must be at least 18 of age.
ii. Education: High School Diploma or GED
iii. Physical: Applicants must be able to perform the essential functions of the job, with reasonable accommodation and without posing a direct threat to the health and safety of individuals or others.
iv. Other: _____

B. **Selection:**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, sex (including pregnancy), disability, ancestral origin, religion, sexual orientation, gender identity/expression and age. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under the Rhode Island Plan of Equal Employment Opportunity in Apprenticeship and Title 29, Code of Federal Regulations, Part 30 as amended. A program sponsor who employs five (5) or more apprentices shall submit a written Affirmative Action Plan and Selection Procedure to the Registration Agency in conformity with the above regulation. Where appropriate, a sponsor may submit satisfactory evidence of compliance with an equal employment opportunity program providing for the selection of apprentices for affirmative action in apprenticeship including goals and timetables for women and minorities which has been approved as meeting the requirements of Title VII of the Civil Rights Act of 1964 as amended, or Executive Order 11246, as amended.

10. APPRENTICESHIP AGREEMENT

Each apprentice shall be covered by a written apprenticeship agreement, signed by the sponsor and the apprentice. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement, as if expressly written therein. For this reason, every apprentice shall read these standards before signing the agreement. A copy of each agreement shall be furnished to the apprentice, to the sponsor and to the Registration Agency.

The Apprenticeship Agreement does not constitute a certification under Title 29 CFR Part 5 for the employment of apprentices on federally financed or assisted construction projects. Apprenticeship program sponsors are required to obtain a letter of certification from the Registration Agency for each individual project. The letter will identify the program sponsor, trade, project name and project location. It will list the registered apprentices working on the project with the last four (4) digits of their social security number, registration date and the percentage of journey worker/mentor wage rate the apprentice should be paid.

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors, and must comply with the following requirements:

The transferring apprentice must be provided a transcript of related technical instruction and on-the-job learning by the committee or program sponsor;

Transfer must be to the same occupation; and

A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.

11. CREDIT FOR PREVIOUS EXPERIENCE

All persons now employed by the company as apprentices will be placed under these apprenticeship standards and their agreements will be registered with the Registration Agency. At the Sponsor's discretion, credit may be granted for the term of apprenticeship for new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards. Apprentices granted such credit will be advanced to the wage rate designated for the period to which such credit accrues.

Grandfathering of Apprentices

The grandfather privilege pertains to those employees already working in the trade classification wherein apprentice registration is being requested as of 8/18/14. Apprentices being grandfathered must have been working for the sponsor for 30 days prior to initial request for registration of program standards. In such cases, grandfathered apprentices will receive credit for the term of apprenticeship under prior standards.

12. SUPERVISION OF APPRENTICES

Apprentices shall be under the general supervision of the management and under the direct supervision of a qualified journey worker/mentor in this occupation, appointed by the management, to serve as supervisor of apprentices. Such supervisor of apprentices is authorized to move apprentices from one operation to another in accordance with the predetermined schedule of work training, or as the need arises due to operating conditions.

13. CERTIFICATE OF COMPLETION

Upon the satisfactory completion of the requirements for the apprenticeship program as established in these standards, the sponsor will certify by signature on the Transmittal of Action form, to the Registration Agency, and request that a Completion of Apprenticeship Certificate be awarded to the completing apprentice(s).

14. REGISTRATION OF APPRENTICESHIP STANDARDS

These standards of apprenticeship will, upon adoption by the sponsor, be promptly registered and copies filed with the Registration Agency. The sponsor reserves the right to discontinue the apprenticeship program at any time as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the program.

These standards of apprenticeship may be amended at any time provided that no amendment or modification adopted shall alter any apprenticeship agreement in force at the time of such change without the consent of the apprentice involved. Such amendment shall be submitted to the Registration Agency before being placed in effect. A copy of each amendment adopted will also be furnished to each apprentice employed by the company.

Within 15 days of cancellation of the apprenticeship program (either voluntary or involuntary), the sponsor will notify each apprentice of the cancellation and the effect of that decision.

15. NOTICE TO REGISTRATION AGENCY

The Registration Agency shall be notified within 45 days of all actions regarding the apprenticeship program including, but not limited to new indentures, suspensions for any reason, reinstatements, cancellations, and completions and reasons therefore.

Cancelation of apprenticeship agreements during the probationary period will not have an adverse impact on a sponsor's completion rate unless there is a consistent pattern of cancelations during the probationary period.

16. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURES

For issues regarding wages, hours, working conditions, and other issues that may be covered by a Collective Bargaining Agreement, if any, apprentices may seek resolution through any applicable grievance and arbitration procedures contained in the articles of a CBA.

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the Registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

John Jones 3 Jones Drive Cranston, RI 02998

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, sex (including pregnancy), disability, ancestral origin, religion, sexual orientation, gender identity/expression and age with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of a Registered Apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final

decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of harassment in the Registered Apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.

The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

17. CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards of apprenticeship shall be construed as permitting violation of any law of the State of Rhode Island or of the United States.

18. MAINTENANCE OF RECORDS

The sponsor will maintain, for a period of 5 years, from the date of last action all records relating to apprentice applications (whether selected or not), the employment and training of apprentices and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application, and selection of apprentices and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay or other forms of compensation, hours of work and training, evaluations and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants or not. These records will be made available to the Registration Agency upon request.

19. CONSULTANT

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the sponsor, from representatives of the Rhode Island Department of Labor and Training.

SECTION XXVIIII – DESIGNATED AGENT

The following individual is the primary designated agent for representing the registered apprenticeship program, and is considered the main point of contact with the Rhode Island Department of Labor & Training, Division of Workforce Regulation & Safety – Apprenticeship Division.

_____ _____

PROGRAM SPONSOR **DESIGNATED AGENT NAME/TITLE**

_____

STREET **CITY** **STATE** **ZIP**

_____

PHONE NUMBER **MOBILE** **FAX**

_____ _____

EMAIL ADDRESS **WEBSITE**

NOTARY SIGNATURE & SEAL / EXPIRATION DATE

_____

Rhode Island Department of Labor & Training
Apprenticeship Council
1511 Pontiac Avenue Building # 70
PO Box 20247
Cranston, RI 02920-0943
Phone: 401-462-8536 Fax: 401-462-8528

REGISTERED APPRENTICESHIP
Earn. Learn. Succeed.

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Submit One Copy Only)

1. NAME OF SPONSOR: _____

2. ADDRESS: _____

3. FULL NAME OF APPRENTICE: _____

4. TRADE: _____

5. TERM: _____

6. BEGINNING DATE OFAPPRENTICESHIP: _____

7. NUMBER OF YEARS, MONTHS, OR HOURS OF ADVANCED CREDIT ALLOWED: _____

8. DATE OF COMPLETION: _____

9. TOTAL HOURS OF RELATED TECHNICAL INSTRUCTION COMPLETED: _____

10. RELATED INSTRUCTION FURNISHED BY: _____

- ☐ A. PUBLIC VOCATIONAL SCHOOL
- ☐ B. PRIVATE TRADE SCHOOL
- ☐ C. CORRESPONDENCE
- ☐ D. COMPANY
- ☐ E. EMPLOYEE ORGANIZATION
- ☐ F. JOURNEYWORKER INSTRUCTOR
- ☐ G. INDIVIDUAL STUDY
- ☐ H. OTHER (SPECIFY): _____

11. TEACHER (S) OR DIRECTOR (S) OF RELATED INSTRUCTION CERITIFYING TO ITEM 9 ABOVE:

NAME : _____ ADDRESS: _____

NAME : _____ ADDRESS: _____

CERTIFICATION:
ON BEHALF OF THE ABOVE-NAMED SPONSOR, I HEREBY CERTIFY THAT THE APPRENTICE NAMED ON THIS APPLICATION HAS SATISFACTORILY COMPLETED HIS/HER APPRENTICESHIP PROGRAM AS REGISTERED WITH THE BUREAU OF APPRENTICSHIP AND TRAINING AND HERBY RECOMMEND THE ISSUSANCE OF THE CERTIFICATION OF COMPLETION OF APPRENTICESHIP.

DATE: _____ SIGNED: _____
TITLE TRAINING COORDINATOR

DLT is an equal opportunity employer/program - auxiliary aids and services available upon request. TTY via RI Relay: 711.