

Notify the Apprenticeship Office of an apprentice completing your program using this form. RAPIDS users complete the apprentice online and upload a scan of this document and evidence of course completion. Retain a copy with your records. Completion certificates are mailed to the sponsor. Licensed trades need to complete SECTIONS 1 and 2 and return by mail with fee and ID.

Equal Opportunity Employer • Auxiliary Aids & services are available upon request to individuals with disabilities. TTY via RI Relay: 711

### SECTION 1 .

#### BASIC COMPLETION INFORMATION

First Name	Middle Name	Last name	Suffix
Occupation	Apprentice #	Email	
On-the-Job Hours Completed	Instruction Hours Completed	Completion Date mo/day/year	Completion Wage \$ /hr

#### DOCUMENTATION OF COMPLETION OF INSTRUCTION

Attach evidence of course completion from the education provider

#### SPONSOR SIGNATURE

Name of Sponsor (Company Name)

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed all the terms of the apprenticeship program as registered with the Apprenticeship Office and is working at a fully-proficient level. I hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**.

Sponsor's Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

### SECTION 2. This section is mandatory for apprentices completing in a licensed trade. All others please skip.

**LICENSED TRADES - ELECTRICIAN, PLUMBER, MECHANICAL** (this replaces longer application for license exam)

**SEND APPLICATION IN ONE ENVELOPE WITH ALL ATTACHMENTS (Fee and copy of ID)**

SSN	DOB	Phone	Confirm license exam:  22 -Electrician B 124-Maintenance Electrician M 18 -Fire Protection Sprinklerfitter 08 -Pipefitter I 09 -Pipefitter II 51 -Plumber 41 -Sheetmetal worker I 43 -Sheetmetal worker II 06 -Refrigeration Tech I 07 -Refrigeration Tech II
Is address on ID up to date?	Yes	No (Provide Correct Address)	
Do you hold other RI professional licenses?	No	Yes, list below	
Do you require the exam in a language other than English? If yes, what language?	No	Yes	
Applicant's Signature:			
Attach copy of current government issued photo ID (driver's license or passport) and \$75 check or money order (no cash): Mail to: <b>DLT Professional Regulations Unit, P.O. Box 20247, Cranston, RI 02903-0943</b>			

## TEST DATE

The DLT Licensing Unit will notify the apprentice of the exam date by US Mail. You can check application status at <https://dltweb.dlt.ri.gov/profregsonline/ApplicationStatus>

You cannot work with an expired apprentice card. You and your employer may be subject to penalties for doing so. **If your card will expire before your test date**, contact the Apprenticeship Office to get a testing card.

## Multilingual Translation Services

### THIS IS AN IMPORTANT NOTICE

If you do not understand the enclosed notice, please contact this office in the RI Department of Labor and Training, Division of Workforce Regulation and Safety to speak with a Spanish interpreter. Spanish interpreters are available to assist you. If you are attending a hearing, you cannot use your own interpreter. The Division of Workforce Regulation and Safety will provide an interpreter for you. It is important that you call the Division of Workforce Regulation and Safety at (401) 462-8570 or (401) 462-8580, at least seven (7) days prior to your hearing to request an interpreter.

The Division of Workforce Regulation and Safety is responsible to provide interpreter services at no cost to you. You are responsible for requesting these services in accordance with the procedures outlined in this notice.

#### PLEASE NOTE:

Interpreters are available to assist customers in languages other than Spanish. Please contact the Division of Workforce Regulation at (401) 462- 8580 or (401) 462-8570 to request an interpreter or written translation in a language other than Spanish.

### AVISO IMPORTANTE

Si usted no entiende esta notificación, por favor contacte a la oficina de RI Departamento de Trabajo y Entrenamiento División de Workforce Regulation y Safety para hablar con un intérprete en Español. Interpretes en Español están disponibles para asistirle. Usted no puede usar su propio intérprete si va a asistir a una audiencia. Workforce Regulation y Safety le proveerá un intérprete a usted. Es importante que usted llame al Workforce Regulation y Safety al (401) 462-8570 o (401) 462-8580 por lo menos (7) días antes de su audiencia para solicitar un intérprete.

La División de Workforce Regulation y Safety es responsable de proveer servicios de interpretación sin costo alguno para usted. Usted es responsable de solicitar estos servicios de acuerdo con el procedimiento escrito en esta notificación.

#### POR FAVOR OBSERVE:

Interpretes estan disponible para asistir a clientes en idiomas, ademas del Español. Por favor contacte la de Division of Workforce Regulation, llamando al (401) 462-8580 o (401) 462-8570, para solicitar un interprete o para traduccion escrita en un idioma, ademas del Español.

DLT is an equal opportunity employer/program - auxiliary aids and services available upon request.

DLT esta en el programa/empleador de igualdad de oportunidades, ayudas auxiliares y hay servicios disponibles para personas incapacitadas que asi lo solicitase. TTY via RI Relay: 711