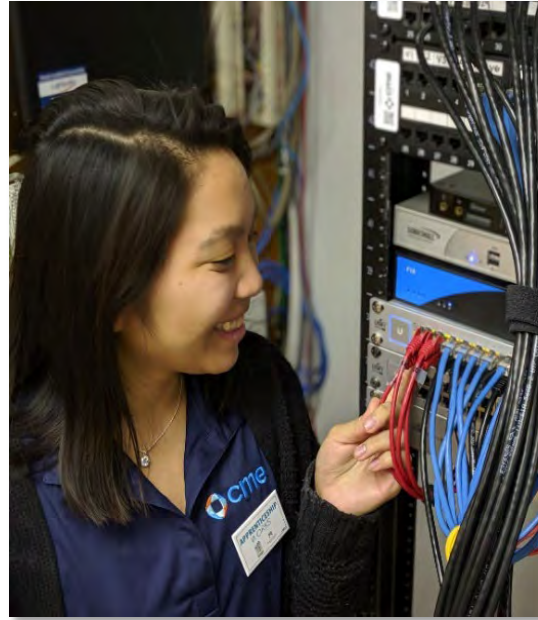
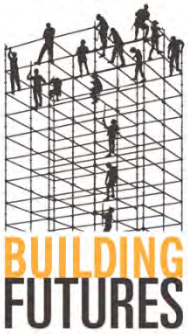


New Apprentice Orientation



New Apprentice Orientation



Who we are

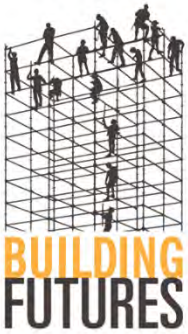


Apprenticeship
WORKS



What is Registered
Apprenticeship?

New Apprentice Orientation



What are the benefits of Registered Apprenticeship?



How does Registered Apprenticeship work?

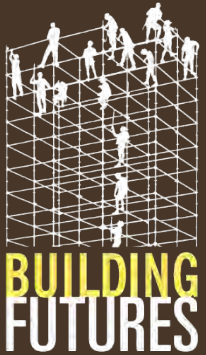


Know your Rights and Responsibilities



Need Help?

WHO WE ARE



Building Futures is a nonprofit organization that connects people to family-sustaining careers through Registered Apprenticeship.

Apprenticeship RI is our initiative with the RI DLT to expand available Registered Apprenticeship programs.

We help employers design, register, and implement Apprenticeship programs in different industries around the state.

CONGRATULATIONS ON YOUR APPRENTICESHIP!

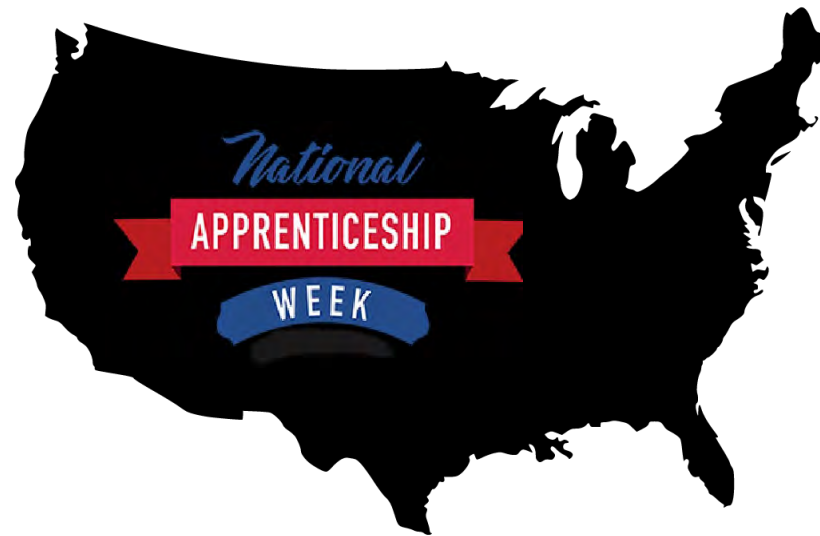
Long Proud History

Apprentices built America



Part of a movement

Apprenticeship is expanding in industries across the country



Apprenticeship *WORKS*

For Rhode Island

2000+

Apprentices

500+

Employers offer apprenticeships

APPRENTICESHIP *WORKS* for Rhode Island

Building & Construction

Landscape & Horticulture

Culinary

Manufacturing

Early Childhood Education

Marine Trades

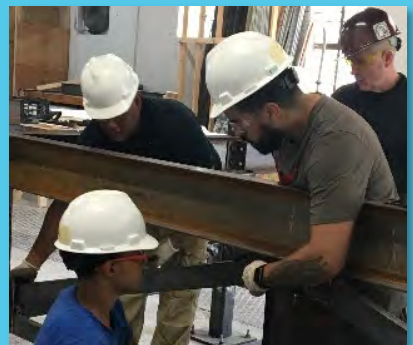
Healthcare

Pharmacy

Information Technology

Travel & Transportation

Apprentices are building their careers in these and many more industries across Rhode Island



APPRENTICESHIP *WORKS*



- **Apprenticeship works for Employers**
by creating a talent development and retention tool crafted to their industry
- **Apprenticeship works for Apprentices**
by creating a structured pathway to career advancement
- **Apprenticeship works for Rhode Island**
by ensuring that everyone benefits from quality registered programs

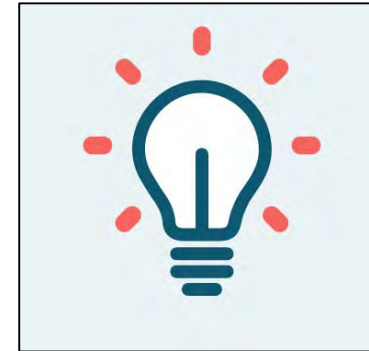
WHAT IS REGISTERED APPRENTICESHIP?



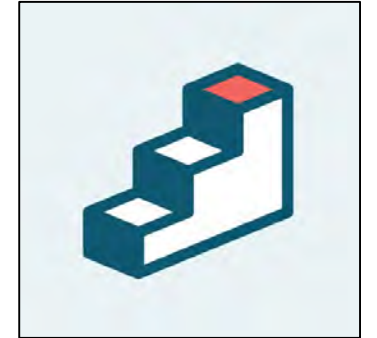
Every Registered Apprenticeship, in every industry, has five common components



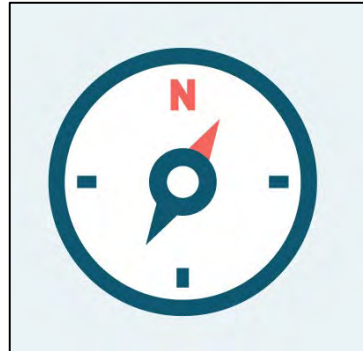
Employer Designed
& Driven



Job Related
Education



Wage
Progression



Structured on-the-job
Learning



Valued
Credentials

WHAT IS REGISTERED APPRENTICESHIP?



Your Registered Apprenticeship is not just a **job, it's the start of a **new career****

- Apprenticeships typically range from 1 to 5 years
- On-the-job learning is supported by a fully trained worker (mentor or journeyworker)
- Related instruction supports on-the-job learning

BENEFITS OF APPRENTICESHIP



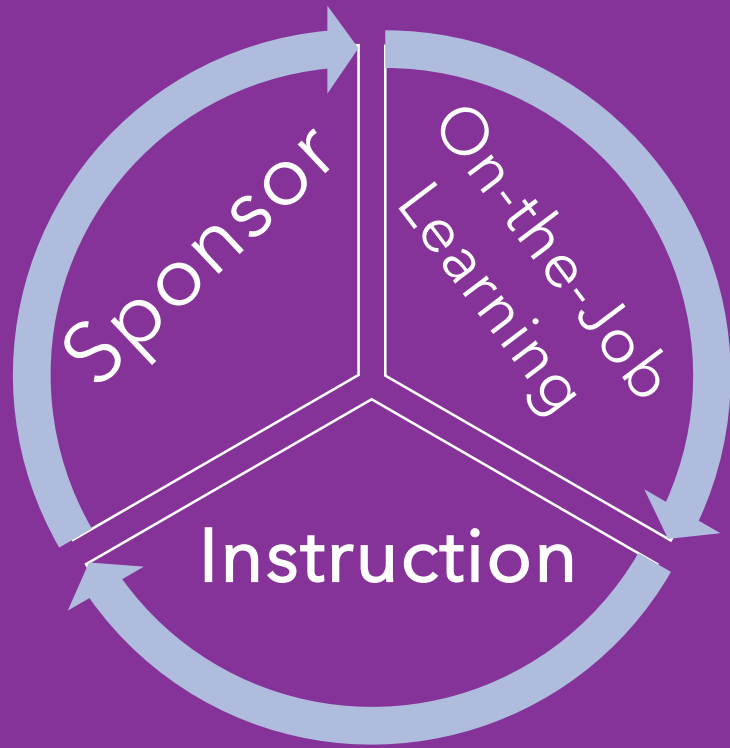
- Recognized credentials you can take anywhere
 - When you complete your apprenticeship, you earn a nationally portable credential that you take with you to any employer
- Earn while you learn
- Wages increase as your experience increases

BENEFITS OF APPRENTICESHIP



- Career pathway without the college loans
- Increase your earning power
 - People who complete apprenticeships earn up to \$300,000 more over the lifetime of their careers.¹

HOW DOES APPRENTICESHIP WORK?

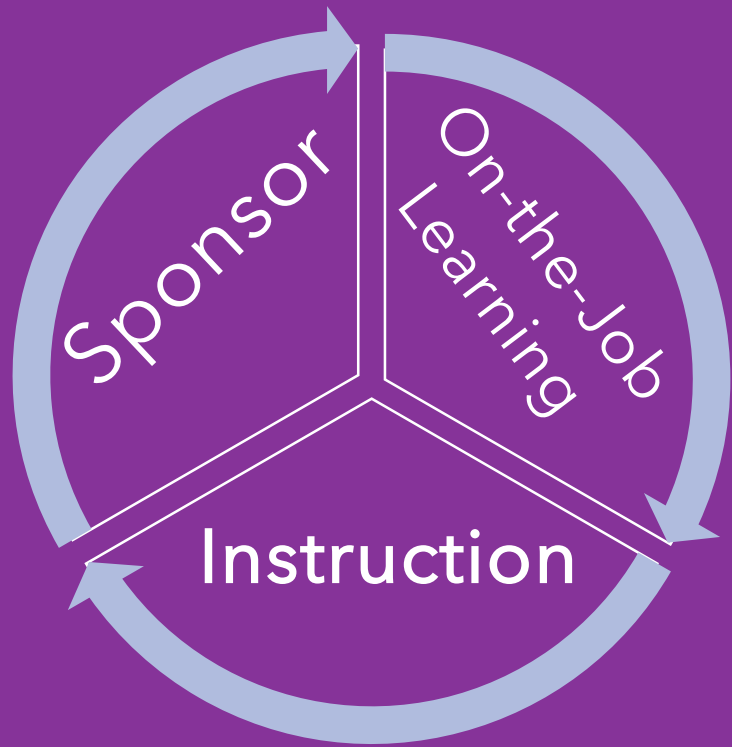


Your Apprenticeship has three main components

- Your Registered Apprenticeship **Sponsor**
- Your **Job**
- Classroom instruction

Each component works together to give you the experience and education you need to advance your career

HOW DOES APPRENTICESHIP WORK?



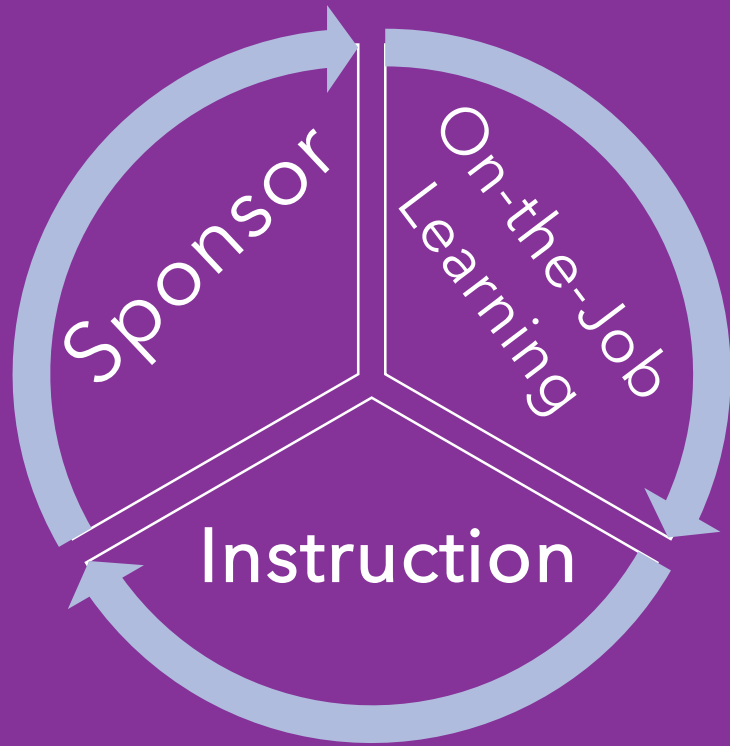
Registered Apprenticeship Sponsor

Might be your employer, industry association, or jointly-administered with a labor union

The **Sponsor** establishes the terms of an apprenticeship, including:

- On-the-job hours required
- Required classes and who can provide instruction
- Wage progression

HOW DOES APPRENTICESHIP WORK?

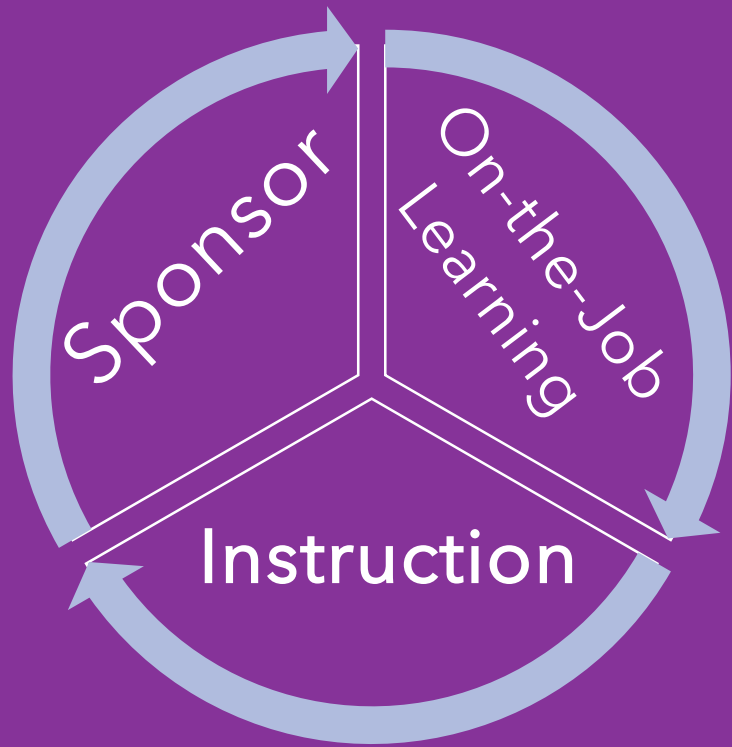


Registered Apprenticeship On-the-Job Learning (OJL)

Your employer & Registered Apprenticeship sponsor work together to:

- Select you as an apprentice & employ you
- Provide structured on-the-job learning
- Supply a fully-trained worker to teach you (a mentor or journeyworker)
- Supervise your performance and provide feedback

HOW DOES APPRENTICESHIP WORK?



Registered Apprenticeship Instruction

(Known as "Related Instruction" or "RTI" to the DLT)

Instruction related to the occupation is provided outside of the job as well

- Your instruction may be offered:
 - In a classroom
 - Online
 - Through an occupational or industrial course
 - Via self-study approved by the DLT
 - At a community college or private institution

HOW DOES APPRENTICESHIP WORK?



Registered Apprenticeship Instruction

If you are required to pay for apprenticeship instruction, **you may be eligible for financial assistance** or other instruction options.

Contact *Maria Carlucci* to learn more.

Maria Carlucci, JD
RIDLT Coordinator of Employment & Training
Programs
Maria.Carlucci@dlt.ri.gov

Know Your Rights & Responsibilities

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards (incorporated as part of the Agreement). Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry hourly Wage \$: _____ Date Apprenticeship begins: _____

Credit for Previous Education (RTI Hours): _____ Advanced Placement for Previous Work Experience (OJL Hours): _____ Term Remaining (OJL Hrs.): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Interim Credential: ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays Course Costs: ☐ Yes ☐ No

Instruction (Hrs): _____ Term (OJL Hrs): _____ Probationary Period (Hrs): _____ Rat (x) Adj: _____

Sponsor Disallows to Receive Complaints: _____ Apprentice Waives for Related Instruction: ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction Provided: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods:	Entry	1	2	3	4	5	6	7	8	Completion
Monitors										
Wage <input type="checkbox"/> \$ <input type="checkbox"/> %										

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative: _____ Date: _____ Signature of Sponsor's Representative: _____ Date: _____

Apprenticeship Agreement

Is between **you** and your **sponsor**

You have the right to a copy of your agreement.

The agreement outlines the terms of your apprenticeship:

- Wages and wage increases
- Related Instruction (RTI) requirements
- On-the-Job Learning (OJL)
- Length of your apprenticeship

Know Your Rights & Responsibilities

Your Responsibilities

Hours, Learning, & Instruction

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards (incorporated as part of the Agreement). Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$: _____ Date Apprenticeship Begins: _____

Credit for Previous Education (RE Hours): _____ Advanced Placement for Previous Work Experience (OL Hours): _____ Term Remaining (OL Hours): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Interim Credential: ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays Course Costs: ☐ Yes ☐ No

Instruction (Hrs): _____ Term (OL Hrs): _____ Probationary Period (Hrs): _____ Rat (1) Adj: _____

Sponsor Disallows to Receive Complaints: _____ Apprentice Waives for Related Instruction: ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction Provided: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods:	Entry	2	3	4	5	6	7	8	Completion
Months:									
Wage <input type="checkbox"/> \$ <input type="checkbox"/> %									

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative: _____ Date: _____ Signature of Sponsor's Representative: _____ Date: _____

- Track your hours on the job
- Track your hours in the classroom
- Track your progress in both

Know Your Rights & Responsibilities

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprenticeship registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing grounds, with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name		Last Name	Suffix
Email	Telephone	Mailing Address	

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor)	Apprentice's Entry Hourly Wage \$	Date Apprenticeship Begins
Credit for Previous Education (RT Hours)	Advanced Placement for Previous Work Experience (OJL Hours)	Term Remaining (OJL Hrs)

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number	Occupation	Interim Credential <input type="checkbox"/> Yes <input type="checkbox"/> No
Sponsor Name, Address, Email	Instruction Provider	Apprentice Pays Course Costs <input type="checkbox"/> Yes <input type="checkbox"/> No
	Instruction (Hrs)	Term (OJL Hrs)
	Probationary Period (Hrs)	Rat'n Ad.
Sponsor Disagree to Resolve Complaints	Apprentice Wage for Related Instruction <input type="checkbox"/> Will be paid <input type="checkbox"/> Will not be paid <input type="checkbox"/> Paid and not paid	Instruction Provided <input type="checkbox"/> during work hours <input type="checkbox"/> Not during work hours <input type="checkbox"/> Both during & not during
		Requirements <input type="checkbox"/> Time based <input type="checkbox"/> Competency <input type="checkbox"/> Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	Completion
Months									
Wage <input type="checkbox"/> \$ <input type="checkbox"/> %									

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice	Date	Signature of Parent/Guardian (if minor)	Date
Signature of Sponsor's Representative(s)	Date	Signature of Sponsor's Representative(s)	Date

You have rights

On-the-Job Learning (OJL)

- You have the right to “proper or adequate supervision”
- This means a fully-trained worker (Journeyworker) who is providing supervision, and who:
 - Knows your work assignment
 - Is providing on-the-job learning
 - Is ensuring your safety

Know Your Rights & Responsibilities

You have rights

During your Probationary Period

- Your apprenticeship agreement can be cancelled by you or your employer for any reason

This period cannot be longer than 25% of the length of your apprenticeship or 1 year, whichever is shorter

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprenticeship registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing grounds, with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$ _____ Date Apprenticeship Begins: _____

Credit for Previous Education (RT Hours): _____ Advanced Placement for Previous Work Experience (OIL Hours): _____ Term Remaining (OIL Hrs): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Instruction Provider: _____ Instruction (Hrs): _____ Term (OIL Hrs): _____ Probationary Period (Hrs): _____ Not in Ad: _____

Sponsor Name, Address, Email: _____

Sponsor Disagree to Receive Complaints: _____

Apprentice Pays Course Costs: ☐ Yes ☐ No

Apprentice Wages for Related Instruction: ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction provided: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	Completion
Months									
Wage									

☐ \$ ☐ %

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative(s): _____ Date: _____ Signature of Sponsor's Representative(s): _____ Date: _____

Know Your Rights & Responsibilities

You have rights

After your Probationary Period

- You can still cancel your agreement at any time
- Your employer/sponsor can cancel your agreement with cause
- Your employer/sponsor must give you the chance to correct any problems before cancelling

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprenticeship registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing grounds, with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$ _____ Date Apprenticeship Begins: _____

Credit for Previous Education (RI Hours): _____ Advanced Placement for Previous Work Experience (OIL Hours): _____ Term Remaining (OIL Hrs): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Inform Credential: ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays Course Costs: ☐ Yes ☐ No

Instruction (Hrs): _____ Term (OIL Hrs): _____ Probationary Period (Hrs): _____ Test in Ad: _____

Sponsor Disagree to Receive Complaints: _____ Apprentice Wages for Related Instruction: ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction provided: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	Completion
Months									
Wage									

Wage ☐ \$ ☐ %

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative(s): _____ Date: _____ Signature of Sponsor's Representative(s): _____ Date: _____

Know Your Rights & Responsibilities

You have rights

Wages

- Your wages can never be less than minimum wage
- Your Apprenticeship Agreement has a wage schedule
- The schedule tells you when & how much your wage increases should be
- You must complete the requirements for each raise before receiving it

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprenticeship registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, stating causes, with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$ _____ Date Apprenticeship Begins: _____

Credit for Previous Education (RT Hours): _____ Advanced Placement for Previous Work Experience (OIL Hours): _____ Term Remaining (OIL Hrs): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Informal Credential: ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays Course Costs: ☐ Yes ☐ No

Instruction (Hrs): _____ Term (OIL Hrs): _____ Probationary Period (Hrs): _____ Ratio Adj: _____

Sponsor Disagree to Receive Complaints: _____ Apprentice Waives for Reduced Instruction: ☐ Yes ☐ No ☐ Will not be paid ☐ Paid and not paid

Instruction Provider: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Other: _____

WAGE PROGRESSION SCHEDULE

Periods	Entry	1	2	3	4	5	6	7	8	Completion
Wage										
Increases										

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative(s): _____ Date: _____ Signature of Sponsor's Representative(s): _____ Date: _____

Know Your Rights & Responsibilities

Apprenticeship Agreement **DLT** Department of Labor and Training RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: Last Name: Suffix:

Email: Telephone: Mailing Address:

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): Apprentice's Entry Hourly Wage \$: Date Apprenticeship Begins:

Credit for Previous Education (RTI Hours): Advanced Placement for Previous Work Experience (OIL Hours): Term Remaining (OIL Hrs.):

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: Instruction: Instruction Credit: ☐ Yes ☐ No

Sponsor Name, Address, Email: Instruction Provider: Apprentice Pays (Outside of Work): ☐ Yes ☐ No

Instruction type: Term (OIL Hrs): Probationary Period (Hrs): Rating Ad: ☐ Yes ☐ No

Sponsor Designee to Receive Complaints: Apprenticeship Waives for Relieved Instruction: Instruction Provider: Requirements: ☐ Time based ☐ Competency ☐ Hybrid

☐ Will be paid ☐ During work hours ☐ Not during work hours ☐ Both during & not during

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	Completion
Wage									
Increases									

PART D. SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: Date: Signature of Parent/Guardian (if minor): Date:

Signature of Sponsor's Representative(s): Date: Signature of Supervisor's Representative(s): Date:

You have rights

Coursework

- Every apprenticeship requires related coursework

Check your apprenticeship agreement:

- Are you paid for class time?
- Are you or your sponsor responsible for cost of coursework?
- Are you responsible for paying for books & supplies?
- Can you earn college credit?

Know Your Rights & Responsibilities

Your Responsibilities

Coursework

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing causes, with notification to the DLT Apprenticeship Office, in compliance with 29 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$ _____ Date Apprenticeship Begins: _____

Credit for Previous Education (RI Hours): _____ Advanced Placement for Previous Work Experience (OIL Hours): _____ Term Remaining (OIL Hrs.): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Instruction: _____ Informal Check-off: ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays (during hours): ☐ Yes ☐ No

Instruction (hrs): _____ Term (OIL Hrs): _____ Probationary Period (Hrs): _____ Rate Ad: _____

Sponsor Disagree to Receive Complaints: _____ Apprenticeship Waives for Relieved Instruction: ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Inclusion: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	Completion
Months									
Wage									

Wage ☐ \$ ☐ %

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative(s): _____ Date: _____ Signature of Sponsor's Representative(s): _____ Date: _____

- You are responsible for attending class and completing assignments
- If your employer/sponsor finds that you aren't doing the coursework, they can terminate your apprenticeship agreement.

Know Your Rights & Responsibilities



**Occupational Safety
and Health Administration**

You have rights

Health & Safety

- You have the right to health and safety instruction in compliance with federal Occupational Safety and Health Administration (OSHA) standards

Your Responsibilities

- Learn on-the-job safety procedures
- Protect yourself & your fellow workers by practicing safety procedures at all times

Know Your Rights & Responsibilities



You have rights

Equal Opportunity & Discrimination

- You have the right to a workplace free of intimidation, harassment, and retaliation
- Your employer/sponsor must provide anti-discrimination training for you and for everyone who works with apprentices

Know Your Rights & Responsibilities



You have rights

Equal Opportunity & Discrimination

It is against the law for a sponsor of an apprenticeship program to discriminate against an apprenticeship applicant or apprentice based on:

- race
- color
- religion
- national origin
- sex (including pregnancy)
- sexual orientation
- age (40 years or older)
- genetic information
- disability

Know Your Rights & Responsibilities

You have rights

Progress

If your employer/sponsor decides that your **progress at work or in the classroom** is unsatisfactory, they might decide:

- That you return to a probationary status
- That you need to repeat a work segment or class before advancing to the next wage increase

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 28 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name Last Name Suffix

Email Telephone Mailing Address

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor) Apprentice's Entry Hourly Wage \$ Date Apprenticeship Begins

Cred. for Previous Education (RIT Hours) Advanced Placement for Previous Work Experience (OIL Hours) Term Remaining (OIL Hrs.)

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number Occupation Interim Credential ☐ Yes ☐ No

Sponsor Name, Address, Email Instruction Provider ☐ Yes ☐ No

Instruction (Hrs) Term (OIL Hrs) Probationary Period Hrs Ratio Ad ☐ Yes ☐ No

Sponsor Designee to Receive Complaints Apprentice Wages for Related Instruction ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction Provided ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements ☐ Time-based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	9	10	Completion
Milestones or Hours											
Wage <input type="checkbox"/> \$ <input type="checkbox"/> %											

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice Date Signature of Parent/Guardian (if minor) Date

Signature of Sponsor's Representative(s) Date Signature of Sponsor's Representative(s) Date

Rhode Island DLT, Apprenticeship Office 1511 Pontiac Ave. Bldg. 70, PO Box 20247, Cranston, RI 02920

Apprentice ID Number (Item RAPIDS) Critical Date Interim Credential Completion Date Expiration Date

Ratio Sheet Card Sent Agreement complete Matches Standards Approved by RAPIDS Scanned to file Grant Report

Apprentice must also complete page 2.

Know Your Rights & Responsibilities

You have rights

Termination

Prior to termination your employer/sponsor must:

- Document any performance problems at work or in the classroom
- Provide you adequate assistance and opportunity to correct the problem
- Document the reasons for termination

Apprenticeship Agreement **DLT** Department of Labor and Training
RHODE ISLAND

The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 28 CFR 29.

PART A: TO BE COMPLETED BY APPRENTICE ← APPRENTICE

First and Middle Name: _____ Last Name: _____ Suffix: _____

Email: _____ Telephone: _____ Mailing Address: _____

PART B: TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE

Employer (if different from sponsor): _____ Apprentice's Entry Hourly Wage \$ _____ Date Apprenticeship Begins: _____

Cred. for Previous Education (RIL Hours): _____ Advanced Placement for Previous Work Experience (OIL Hours): _____ Term Remaining (OIL Hrs.): _____

PART C: ITEMS FROM PROGRAM STANDARDS

Sponsor Program Number: _____ Occupation: _____ Interim Credential ☐ Yes ☐ No

Sponsor Name, Address, Email: _____ Instruction Provider: _____ Apprentice Pays Course Costs ☐ Yes ☐ No

Instruction (Hrs): _____ Term (OIL Hrs): _____ Probationary Period Hrs: _____ Ratio Ad: _____

Sponsor Designee to Receive Complaints: _____ Apprentice Wages for Related Instruction ☐ Will be paid ☐ Will not be paid ☐ Paid and not paid

Instruction Provided: ☐ During work hours ☐ Not during work hours ☐ Both during & not during

Requirements: ☐ Time-based ☐ Competency ☐ Hybrid

WAGE PROGRESSION SCHEDULE

Periods	Entry	2	3	4	5	6	7	8	9	10	Completion
Milestones or Hours											
Wage <input type="checkbox"/> \$ <input type="checkbox"/> %											

PART D: SIGNATURES

The undersigned apprentice and sponsor have read and agree to the terms of this Apprenticeship Agreement.

Signature of Apprentice: _____ Date: _____ Signature of Parent/Guardian (if minor): _____ Date: _____

Signature of Sponsor's Representative(s): _____ Date: _____ Signature of Sponsor's Representative(s): _____ Date: _____

Rhode Island DLT, Apprenticeship Office
1511 Pontiac Ave. Bldg. 70,
PO Box 20247, Cranston, RI 02920
Apprentice ID Number (from RAPIDS): _____

Signature (Registration Agency): _____ Date Registered: _____

Critical Date: _____ Interim Credential: _____ Completion Date: _____ Expiration Date: _____

Ratio Sheet: _____ Card sent: _____ Agreement complete: _____ Matches Standards: _____ Approved by RAPIDS: _____ Scanned to file: _____ Grant Report: _____

Apprentice must also complete page 2.

Know Your Rights & Responsibilities

You have rights

Completion

- Every Apprentice who completes their program **earns** a nationally-recognized credential
- You can take this credential to any employer in your field
- Your employer/sponsor certifies that you have completed all the requirements
- The RI Apprenticeship Office then issues a **certificate of completion**.



Know Your Rights & Responsibilities

Your Responsibilities

Summary

- ✓ Know your agreement
- ✓ Attend required instruction & do the work
- ✓ Follow Safety Rules
- ✓ Track your hours on the job



Check Your Email!



Read Emails from the RI Department of Labor and Training & Building Futures

Check your junk folder and move us to your inbox



- ✓ Stay up-to-date on your apprenticeship progress
- ✓ Participate in opportunities to improve your apprenticeship experience

Need Help?

DLT Office of Apprenticeship

RI Dept. of Labor and Training
1511 Pontiac Ave Bldg.70-2
Cranston, RI 02920

dlt.apprenticeship@dlt.ri.gov
www.dlt.ri.gov/apprenticeship

Trades and Construction Questions

dlt.apprenticeship@dlt.ri.gov

Non-Trade Apprenticeship Questions

Kasey Johnson
(401) 919-5919 x 205
kjohnson@bfri.org

Financial Assistance Questions

Maria Carlucci
Maria.Carlucci@dlt.ri.gov



But First!

**Connect with your Employer/Sponsor
about your program and progress.**



www.bfri.org



Good Luck!



As an apprentice, you are at the starting point of a rewarding career. Best of luck!

Learn more at bfri.org

