



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS  
DIVISION OF APPRENTICE TRAINING

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**To renew an existing Apprentice ID card please follow the instructions below:**

- Step #1 Verify the company billing address and the apprentice information that is printed in the first five columns of the attached bill and make any changes that are needed.
- Step #2 If the current steps for each apprentice are correct, proceed to **School Hours/Column #6** and indicate the related classroom hours that were taught in the previous year, ie. June 2010 – May 2011, July 2010 - June 2011. Provide the proof of related classroom training with the completion certificates from your training provider. If you receive completion certificates from a classroom vendor then you **do not** have an in-house program. If you have an approved in-house program, your records will be verified by your compliance officer. You must still provide the hours on the renewal form but there is no need to provide copies of your in-house certificates. The minimum number for related classroom training is 150 hours per year.
- Step #3 Next you should enter the exact amount of annual work hours that the apprentice worked during the previous eligibility year in the **Annual Work Hours /Column #7**. The minimum number of hours is 1500-2000 work hours per year. **Do not put cumulative hours in this column.**
- Do not fill in column #8. We will calculate the next steps for the apprentice based on the related classroom and work hours. Advancement to the next steps will not be allowed unless the minimum numbers of school and work hours have both been met. If for example an apprentice has completed 75 hours of school and worked only half a year then he/she would only advance a half year and you would ask for a six month extension. Even if the apprentice completes all of the schooling for the year but doesn't work a full year that apprentice would not advance the full year.
- Step #4 For every step that an apprentice does not advance in the program due to a lack of school and/or work hours an extension will be applied to the apprentice term. Only two six (6) month extensions will be allowed without a request and an explanation from the sponsor.

- Step #5 The renewal fee for the Apprentice ID is \$35.00 annually. Please indicate this amount for each renewal on the form and enclose **One Sponsor Check or Money Order** for the total amount in the **Amount Due** column. The Division will not accept individual checks from apprentices. Checks with incorrect amounts will be returned. Sponsors may seek reimbursement for the Apprentice ID fee from their apprentice(s) if they so chose.
- Step #6 If the **Amount Due in Column #11** is \$0.00 than **Column # 9/ Completed or Column #10/ Cancelled** must be completed. You must still send back the billing form with that information so that we may update your records. Annual Apprentice ID cards will be valid for a one year period and will expire on the start date anniversary.
- Apprentice registered prior to July 1, 2009 will remain valid until the expiration date on the card or until the apprentice's status changes. Sponsors with apprentices in this category are still required to provide proof of related classroom training once a year in October. A letter will be mailed to your office in August.
  - If the form is not completed properly, or schooling is not attached, the renewals will not be processed and the form will be sent back to you. We will continue to send courtesy billing by mail until we introduce billing by email later this year. Please make certain that your email address is accurate.
  - **IMPORTANT:** Keep in mind that you will not be able to reduce an apprentice's wages on a publicly funded project if the apprentice does not have a valid Apprentice ID card issued by this Division.

The renewals notices will continue on a monthly basis with a list of apprentices who will require new Annual Apprentice ID cards. Sponsors with multiple apprentices might receive monthly invoices throughout the year depending on the anniversary dates of their apprentices.

We would like to thank you in advance for your cooperation with this new requirement. If you have any questions regarding this new procedure you may contact your Compliance Officer or this office. Our website @ [www.mass.gov/dat](http://www.mass.gov/dat) has a listing of the Divisions staff on the top left corner of our website.

Sincerely,



David Wallace, Director  
Division of Apprentice Training