



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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ROSALIN ACOSTA
SECRETARY

PATRICK MITCHELL
DIRECTOR,
APPRENTICESHIP EXPANSION &
WORK-BASED LEARNING

No. 02-04222020

Apprenticeship Issuance

Policy
 Information

To: Registered Apprenticeship Sponsors

From: Patrick Mitchell, Director, Apprenticeship Expansion and Work-Based Learning

Date: April 22, 2020

Subject: Division of Apprentice Standards Online Form Submission and Fee Payment

Purpose: To provide formal guidance to Registered Apprenticeship program sponsors and Registered Apprentices regarding online form submission and fee payment services.

Background: On March 10, 2020, Governor Charles D. Baker declared a state of emergency which, in part, underscores the extreme risk of person-to-person transmission of COVID-19 and the importance of taking additional steps to prepare for, respond to, and mitigate the spread in order to protect the health and welfare of the people of the Commonwealth.

Policy: As of March 18, 2020, in accordance with notice provided on www.mass.gov/das on this day, the Division of Apprentice Standards (DAS) will not be processing physical documents submitted in person or by mail, pending further notice. DAS will be accepting all requests via email or existing online processes, including fee payments, for Registered Apprenticeship program recognition, Apprentice Agreements, and other standard document submissions to the Division.

In order to be processed, all forms submitted to the Division of Apprentice Standards via email must be complete (i.e. no missing fields or erroneous data) and securely uploaded to apprenticeship@mass.gov. Per 201 CMR 17.00, any documents containing personal information (e.g. Social Security number, date of birth) must be encrypted for secure upload. Additional instructions for online document submission can be found [here](#).

Application fees and other required payments must be made prior to document submission, and a receipt/proof of payment of online payment must be submitted with emailed forms. Documents will not be processed by DAS without the accompanying proof of payment.

Accordingly, until further notice, all existing fee payments required for Sponsor Application fee/annual renewal, Apprentice ID card issuance/renewal, Dispensing Optician Apprentice Application (one-time fee), or Sponsor Verification fee (per request) must be paid online through the Division of Apprentice Standard's online payment system. Fees are as follows:

- Sponsor Application Fee/Annual Renewal: \$300
- Apprentice ID card Issuance/Renewal: \$35
- Dispensing Optician Apprentice Application (one-time fee): \$40
- Sponsor Verification (per request): \$50

To make a payment using our online system, you may link directly to the Division's [online payment system](#). You may also go to www.mass.gov/DAS, then scroll down and click on **"DLS online payment"**, then click on **"Department of Labor Standards online payment"**.

On this page, you will see available online fee payments and amounts. Once you identify the Division of Apprentice Standards fee(s) associated with your form(s) submission, you must:

1. Select and click on **"Link to pay online"**
2. Under "Applicant Information" heading, choose **"Division of Apprenticeship Standards"** from the "Licensing and Payment Options" dropdown selection. A "Division of Apprentice Standards" dropdown box will then appear.
3. In this dropdown box, **select the service you would like to pay for** (e.g. Sponsor Fee). **Importantly**, in the "Enter Application\Business Name" field, enter the *Apprenticeship Program Name* if Sponsor Fee; the *Apprentice Name* if Apprentice ID Card or Dispensing Optician Application Fee; or *Project/Bid Number* if Sponsor Verification Fee, and click on the **"Save or add another"** radio button. Repeat for multiple fees.
4. Complete all fields under the "General Information" heading and click on the **"Save and Make Payment"** radio button.
5. Enter Billing and Payment information, click **"Agree"**, and then click **"Submit Payment"**. ***You must save an electronic copy of your payment receipt to attach to any forms submitted to the Division of Apprentice Standards (e.g. Apprentice Agreement).***

Please note, for Apprentice Agreements, while the Sponsor may require the apprentice to pay the \$35 fee, if an apprentice is unable to make a payment online without undue hardship it is ultimately the responsibility of the Sponsor to complete online payment and submit receipt/proof of payment to the Division of Apprentice Standards. DAS will not accept agreements or payment receipts directly from apprentices.

If you require technical assistance or would like to request an accommodation, please email apprenticeship@mass.gov or call 617-626-5409.