



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

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No. 02-07202020 **Amended**

# Apprenticeship Issuance

Policy  
 Information

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**To:** Registered Apprenticeship Sponsors

**From:** Sara St. Laurent, Program Director, Apprentice Standards

**Date:** September 3, 2020

**Subject:** Division of Apprentice Standards Amendment to Issuance No. 02-07202020

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**Purpose:** To provide clarity regarding the Division of Apprentice Standards (DAS) Apprentice Issuance No. 02-07202020 related to Online Payments for Sponsors submitting 75 or more Apprentice ID Cards in a single transaction.

**Background:** On July 20, 2020, the Division issued Apprentice Issuance No. 02-07202020, requiring all Sponsors to submit documents and payment electronically until further notice. To ensure the most efficient, timely, and transparent response to Sponsor requests and documentation, the Division is providing details on how Sponsor and Apprentice documentation for large transactions will be handled.

**Update:** Online Payments for 75+ Apprentices: As DAS has begun accepting only online payments for New Apprentice Agreements and Apprentice ID Card Renewals, several sponsors have noted challenges with the online payment system. Specifically, the online payment system requires the Sponsor to submit a single payment and enter the name of an individual Apprentice in each transaction, which also includes a small payment processing fee. This is reasonable requirement for Sponsors seeking Apprentice Agreements or ID Card Renewals; however, customer feedback has indicated this can be an administrative burden for those entities sponsoring a large number of apprentices.

Thus, DAS is amending the online payment policy issued July 20, 2020. As of September 3, 2020 and until further notice, Sponsors making payments for more than 75 apprentices in a single transaction may temporarily submit a physical check via mail. **All forms must still be submitted online or via email as described in Apprentice Issuance No. 02-07202020.**

## **How to Submit Payment by Check:**

To ensure that the Apprentice Agreement and Renewal payments are credited to the correct apprentices, Sponsors using this option must include the Sponsor name and the check number on the existing Apprentice Renewal Invoice and/or the list of New Apprentice Agreements submitted. Failure to include the check number on the Apprentice Renewal Invoice and/or the New Apprentice Agreement list will delay processing of the request. No Apprentice ID cards will be processed until payment is received and verified.

- For sponsors seeking ID Card renewals, the existing Apprentice Renewal Invoice form must be submitted to [apprenticeship@mass.gov](mailto:apprenticeship@mass.gov), including the names of the apprentices to be renewed and must include the check number and date of the check on the form. Checks must be mailed to:

Division of Apprenticeship Standards  
Charles F. Hurley Building  
19 Staniford Street, 2<sup>nd</sup> Floor  
Boston, MA 02114

- For New Apprentice Agreements, in addition to the online submission of the Apprentice Agreements, the Sponsor must submit a list to [apprenticeship@mass.gov](mailto:apprenticeship@mass.gov), including the Sponsor name, check number and date of the check, and a list of the names of all apprentices to be added as New Apprentices. Checks must be mailed to:

Division of Apprenticeship Standards  
Charles F. Hurley Building  
19 Staniford Street, 2<sup>nd</sup> Floor  
Boston, MA 02114

Sponsors submitting more than 75 Apprentice ID card requests at one time may also opt to use the online payment system. Any physical checks received from Sponsors seeking Apprentice ID cards for less than 75 apprentices at one time will be returned and the Sponsor will be required to submit payment online as described in Apprentice Issuance No. 02-07202020.

If you require technical assistance related to any of the above updates or would like to request an accommodation, please email [apprenticeship@mass.gov](mailto:apprenticeship@mass.gov) or call 617-626-5409. All Apprentice Issuances can be found at [https:// mass.gov/service-details/apprenticeship-issuances](https://mass.gov/service-details/apprenticeship-issuances).