



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

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No. 06-09102020

# Apprenticeship Issuance

Policy  
 Information

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**To:** Registered Apprenticeship Sponsors

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

**Date:** September 10, 2020

**Subject:** Division of Apprentice Standards Apprentice Completion Policy Clarification

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**Purpose:** To provide clarity regarding the Division of Apprentice Standards (DAS) processes and policies for Apprentice Program Completion.

**Background:** 454 CMR 26.12 establishes recordkeeping requirements with which all Registered Apprentice programs must comply, including the maintenance of hands-on-training and related instructional training records.

**Policy Reminder:** Per 454 CMR 26.12 (1) d, g-h and 454CMR 26.12 (2), Sponsors must maintain and make available documentation of hands-on-training hours and the related instructional training provided to each apprentice in a centralized location in Massachusetts, and these documents must be retained for a period not less than ten years. When an apprentice completes his/her apprenticeship, it is the responsibility of the Sponsor to submit a Completion form to DAS within 45 days so that DAS may prepare and send a certificate recognizing the successful completion of the apprenticeship. Through an administrative process, DAS then verifies hands-on-training and related technical instruction hours and associated completions through compliance monitoring, and may request documentation demonstrating the hours at any time.

All Apprentice Issuances can be found at [https:// mass.gov/service-  
details/apprenticeship-issuances](https://mass.gov/service-details/apprenticeship-issuances).