



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

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Policy  
 Information

# Apprenticeship Issuance

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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 Renewal Policy

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

**Background:** 454 CMR 26.07 establishes program performance standards, including the requirement that Sponsors must report annually on the progress of each registered apprentice in regard to schooling and on the job training.

**Policy Reminder:** Per 454 CMR 26.02, an apprenticable position is one that involves a minimum of 2,000 hours of on-the-job work experience and requires related training to supplement the on-the-job training. Per the Standards of Apprentice Programs, found in the sponsor application, it is the responsibility of the Sponsor to ensure that the apprentice receives approximately 150 hours per year of related instruction in all subjects related to the trade. The apprentice sponsor may preclude an apprentice from obtaining the next step in the apprenticeship or extend the apprenticeship for no more than two 6-month periods when the apprentice does not achieve the level of competency necessary for advancing or completing the program, as long as the apprentice's evaluation describes the reasons for such action and the apprentice is informed.

Per 454 CMR 26.07 (2), Sponsors must report on an annual basis on the progress of each registered apprentice in regard to schooling and on the job training. DAS ensures this reporting via the Apprentice ID Card renewal process when Sponsors are required to report the number of Related Technical Instruction (RTI) and On the Job Training (OJT) hours each apprentice has achieved in the past twelve months in order to obtain a renewed Apprentice ID card.

Annually, by the end of the month of expiration of an Apprentice's ID Card, it is the responsibility of the Sponsor to submit a completed renewal invoice to DAS. DAS

supports this process by producing and sending Apprentice ID Card Renewal invoices two months in advance of the expiration month. Through an administrative process, DAS then verifies hands-on-training and related training instruction hours through compliance monitoring, and may request documentation demonstrating the hours at any time.

When schooling and on the job hours reported are outside of the range expected (related training range: 120-150 hours per year; on the job training range: 1,500 – 2,000 hours per year), DAS may inquire about the reasons for this variation and/or seek additional or corrected information to be reported. When hours are underreported or are not achieved, this impacts an apprentice's ability to move up in steps and may require an extension and/or could ultimately impact the apprentice's ability to complete the apprenticeship.

Additionally, as a reminder, 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. 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.

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