



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

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No. 08-09182020

# Apprenticeship Issuance

Policy  
 Information

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**To:** Registered Apprenticeship Sponsors

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

**Date:** September 18, 2020

**Subject:** Division of Apprentice Standards COVID-19-related Apprentice Extension Requests

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**Purpose:** To notify Registered Apprenticeship Sponsors and other relevant stakeholders of updated guidance related to apprenticeship extension requests as a result of COVID-19.

**Background:** The Standards for Apprentice Programs listed in the Sponsor Application, item No. 9 state, "The apprentice sponsor may preclude an apprentice from obtaining the next step in the apprenticeship or extend the apprenticeship when the apprentice does not achieve the level of competency necessary for advancing or completing the program. In such a case, however, the apprentice's periodic evaluation shall describe the reasons for such action and the apprentice shall be notified of the evaluation. The evaluation (initialed by the apprentice) shall be forwarded to the Division with a request for an extension of the apprentice's agreement. In no event shall the term of the apprenticeship be extended more than two six-month periods over the term of the apprenticeship except on a case-by-case basis."

**Policy Update:** It has been brought to the Division's attention that, in many cases, beginning in March 2020, COVID-19 has significantly impacted Apprenticeship Sponsors' ability to provide both Related Technical Instruction (RTI) and On-the-Job Training (OJT) hours beginning. Accordingly, the Division of Apprentice Standards (DAS) will permit up to four six-month extensions for apprentices who are registered during the period from March 10, 2020 through December 31, 2020, and whose access to RTI or ability to maintain OJT hours has been directly affected by COVID-19 and its impacts. Of the four six-month extensions, only two may be related to COVID-19 at this time, reserving additional extensions for other extenuating circumstances that may arise

over the course of an apprenticeship, delaying the apprentice's ability to complete RTI and/or OJT in a timely manner.

To utilize a COVID-19-related extension, the apprenticeship sponsor must submit an extension request for each impacted apprentice, which can be found here: <https://www.mass.gov/doc/extension-form/download>. On the form, the Sponsor must declare "COVID-19" as the "reason for extension." DAS will confirm that the impacted apprentices were registered during the COVID-19 extension time period (March 10, 2020 through December 31, 2020), and that no more than two prior six-month extensions were awarded before granting the extension request. The Sponsor must also maintain a record of the extension request, along with a periodic evaluation of the apprentice that notes the extension and is initialed by the apprentice.

COVID-19 extension requests must be received no later than June 30, 2021, or before the apprentice's expected completion date, whichever comes first. When submitting extension requests unrelated to COVID-19 (i.e. other extenuating circumstances) Sponsors may continue to submit an apprentice extension form as required by DAS.

All apprenticeship documentation must be submitted online to [apprenticeship@mass.gov](mailto:apprenticeship@mass.gov), until further notice. For more information, please visit <https://www.mass.gov/lists/apprenticeship-program-forms-and-publications>.

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