



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

To: Registered Apprenticeship Sponsors

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

Date: September 28, 2020

Subject: Sponsor Requirements to Renew Previously Extended Apprentice ID Cards
and Sponsor Fees by October 8, 2020

Purpose: To notify Registered Apprenticeship Sponsors and other relevant stakeholders of updated guidance related to the extension of Apprenticeship Identification (ID) Cards and Apprenticeship Program Registration related to COVID-19.

Background: On March 18, 2020, Governor Baker issued an Executive Order stating, "Any occupational license, certificate or registration issued by a state agency or any board of registration or division with licensing authority within in a state agency to an individual person not covered by [previous orders] that is in good standing as of the date of this Order and that has expired or will expire during the state of emergency, is hereby extended and shall remain valid until 90 days following the termination of the state of emergency."

On March 26, 2020 Governor Baker issued COVID-19 Order No. 18 stating, "Any professional license, certificate, or registration issued by a state agency or any board of registration or division or licensing authority within in a state agency to any for-profit or non-profit business or organization not covered by [previous orders] that is in good standing as of the date of this Order and that has expired, or will expire, during the state of emergency, is hereby extended and shall remain valid until 90 days following the termination of the state of emergency. Under both Orders, "in good standing" shall include a registration that is subject to probation or non-disciplinary conditions, but shall not include a license that is revoked, cancelled, surrendered, suspended, or subject to disciplinary restrictions."

On June 26, 2010, Governor Baker signed COVID-19 Order No. 41, rescinding COVID-19 Order No. 9 Order Extending the Registration of Certain Licensed Professionals and

COVID-19 Order No. 18 Order Extending Certain Professional Licenses, Permits, and Registrations Issued by Commonwealth Agencies, effective July 10, 2020. COVID-19 Order No. 41 states that “each relevant licensing authority shall ensure that all licenses, registration, or permits previously issued or extended under the Orders’ authority shall at a minimum remain valid through October 1, 2020.”

Policy Update:

The Division of Apprentice Standards (DAS), under its existing authority, is issuing the following policy guidance:

Per COVID-19 Order No. 41, all Apprentice Identification (ID) Cards and Sponsor Registrations expiring after March 10, 2020 shall remain valid through October 1, 2020.

Furthermore, in accordance with COVID-19 Order No. 18, enabling Apprentice ID Cards and Sponsor Registrations to be valid for 90 days past the effective date of COVID-19 Order No. 41, Sponsors must submit Apprentice ID Card renewal requests and Sponsor Fees expiring after March 10, 2020 and prior to October 1, 2020, to the Division of Apprentice Standards by October 8, 2020.

All Sponsors must take the following actions to remain in compliance with DAS:

1. For any individual registered by DAS whose Apprentice ID Card expiration occurs after March 10, 2020 and prior to October 1, 2020, the Registered Apprenticeship Program Sponsor must submit Apprenticeship ID Card renewal documentation to DAS by October 8, 2020.
2. Any entity who has a Registered Apprenticeship program with DAS and is currently required to submit a Sponsor Fee any time after March 10, 2020 and prior to October 1, 2020, must submit their Sponsor Fee to DAS by October 8, 2020.
3. For any Apprentice ID Card renewal or Sponsor Fee required to be submitted to DAS on or after October 1, 2020, the Sponsor must continue to submit renewals and/or fee by the individual expiration date, as normally required by DAS.

All applications and payments must be submitted online, until further notice. For more information, please visit <https://www.mass.gov/lists/apprenticeship-program-forms-and-publications>.

Please be informed that DAS is currently experiencing a documentation backlog and delayed printing of Apprenticeship ID Cards with limited staffing capacities and hiring capability due to COVID-19. **Accordingly, sponsors and apprentices may experience a delay of 2-4 months in Apprenticeship ID Card renewal processing and receipt of Apprenticeship ID Cards.**

In order to ensure that apprentices and sponsors working on public works projects (i.e. prevailing wage jobs and/or Davis-Bacon Act jobs) are not negatively impacted by this delay, DAS will be providing sponsors who have submitted Apprentice ID Card renewal requests, in accordance with this Issuance, a list of all pending renewals that will include the date of individual renewal request submissions, all individual apprentices’ active status as of September 30, 2020, and an expected delivery date of current Apprentice ID Cards. Relevant contractors must maintain a copy of this “pending renewal list” document at project sites along with certified payroll documentation.

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