



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

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No. 13-03312021

Policy
 Information

Apprenticeship Issuance

To: Registered Apprenticeship Sponsors

From: Patrick Mitchell, Director

Date: March 31, 2021

Subject: Apprentice ID Card Issuance Status—March 31, 2021

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

Background: Per Apprenticeship Issuance No. 09-09282020, the Division of Apprentice Standards (DAS), under its existing authority, issued the following policy guidance on September 28, 2020:

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.*

Furthermore, per Apprenticeship Issuance No. 10-12302020, issued on December 30, 2020, DAS is continuing to experience a documentation backlog and delayed printing of Apprenticeship ID Cards with limited staffing capacities due to COVID-19. **Accordingly, sponsors and apprentices may experience or have experienced a delay of 2-4 months in Apprenticeship ID Card renewal processing and receipt of Apprenticeship ID Cards.**

Policy Update:

Please be informed that 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, that **upon request** DAS will be providing sponsors who have submitted Apprentice ID Card renewal requests, in accordance with Apprenticeship Issuance No. 09-09282020, a list of 1) all pending renewals that will include the date of individual renewal request submissions; 2) all individual apprentices' active status as of **March 31, 2021**; and 3) 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.

DAS is additionally prioritizing such new Apprentice ID card and renewal requests related to public works in addition to IDs requested for licensing requirements. **To request a list of pending renewals, apprentices' active status and projected delivery date of ID cards, or specific ID card updates, please contact DAS Program Director Margaret Gilligan at margaret.gilligan@mass.gov and CC apprenticeship@mass.gov to receive a prompt response.** Please include Sponsor Name in subject of email. DAS will address all inquiries from Sponsors. Please note, all individual apprentice status requests must be made directly by the Sponsor.

Please be advised, 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>.

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

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