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MASSACHUSETTS
Registered Apprenticeship



Intermediary Handbook



June 2025

About this Handbook

This handbook is a practical guide for organizations serving as Intermediary Sponsors of Registered Apprenticeship Programs in Massachusetts. It outlines key responsibilities, compliance requirements, and best practices for managing successful programs, along with the tools and support available from the Division of Apprentice Standards to help Intermediary Sponsors expand access to quality apprenticeship opportunities across the Commonwealth.

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Please visit mass.gov/das.*



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

MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

LAUREN E. JONES
SECRETARY

LARA THOMAS
DIRECTOR

Dear Partners,

Expanding the number of Registered Apprenticeship opportunities in Massachusetts is one of our primary goals at the Division of Apprentice Standards, and Intermediaries are critical partners in this work. Enhancing awareness of Registered Apprenticeship among potential programs sponsors and managing recruiting, hiring and retention strategies are just a few of the ways Intermediaries work to support Registered Apprenticeship growth. Thank you for stepping up as an Intermediary!

We hope this guide will be of assistance as you navigate your role and collaborate with your Co-Sponsors, assuring that their programs are of quality and that they are complying with all required regulations.

Thank you for your commitment to workforce development and economic growth. We look forward to partnering with you and seeing the impact of Registered Apprenticeship and Registered Pre-Apprenticeship in your organization.

Best regards,

A handwritten signature in blue ink, appearing to read "Lara Thomas".

Lara Thomas
Director

100 CAMBRIDGE STREET • SUITE 501 • BOSTON, MA 02114
(617) 626-5409 • apprenticeship@mass.gov
www.mass.gov/das

About DAS

The Division of Apprentice Standards (DAS) within the Massachusetts Executive Office of Labor and Workforce Development (EOLWD) is responsible for the oversight of Registered Apprenticeship and Pre-Apprenticeship in the Commonwealth.



MISSION

Our mission is to promote, develop, and support Registered Apprenticeship. We help create rewarding career pathways for job seekers and empower employers to build a diverse workforce.

VISION

Our vision is that innovative, high-quality Registered Apprenticeship help develop diverse talent and drive a more affordable, competitive, and equitable economy in Massachusetts.

VALUES

- **Innovation** – Creating dynamic and impactful Registered Apprenticeship that adapt to meet the evolving needs of industries.
- **Inclusion** – Building diverse and meaningful Registered Apprenticeship that tap into the talents of underrepresented populations.
- **Collaboration** – Establishing strong partnerships with Registered Apprenticeship Sponsors and Intermediaries to develop best practices and leverage our collective expertise.
- **Customer Service** – Delivering responsive support and guidance to all our stakeholders to ensure their success throughout the Registered Apprenticeship journey.



DAS teams are ready to support every step of your program's success.

Apprenticeship Liaison Team

The Apprenticeship Liaison Team supports organizations, providing them with a comprehensive understanding of the Registered Apprenticeship Program (RAP) model and offering technical assistance throughout the registration process for the occupation of interest.

Operations Team

The Operations Team plays a critical role in guiding and supporting apprenticeship processes once a program has been approved. This role includes overseeing the successful implementation and ongoing management of RAPs.

Quality Assurance Team

The Quality Assurance Team ensures that programs adhere to established standards and conduct ongoing program reviews to verify compliance with all relevant laws and regulations throughout the duration of the RAP.

Grants Management Team

The Grants Management Team monitors Registered Apprenticeship grant recipients to provide technical assistance and ensure compliance with goals and reporting requirements.

The Role of Intermediary Sponsors

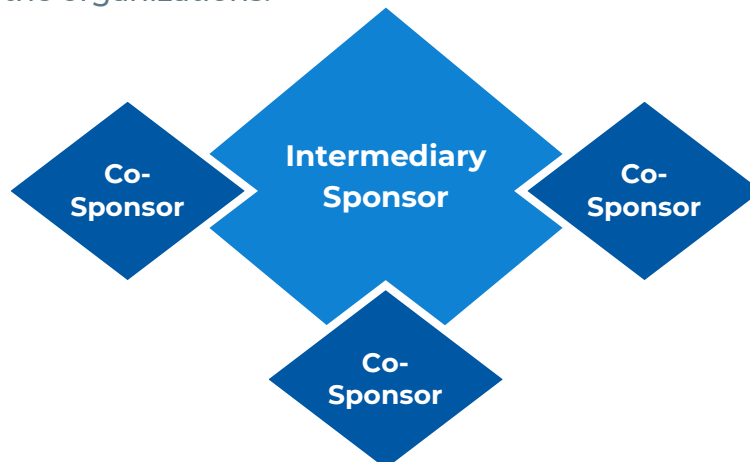


What is an Intermediary?

Intermediary Sponsors play an important role in expanding RAPs across Massachusetts. These organizations act as apprenticeship “managers” on behalf of one or more employers, providing technical assistance in areas such as program design, monitoring, compliance, and administration.

Intermediary Sponsors bring industry-specific expertise to help employers develop and sustain successful RAPs in growing industries. They convene employers within an industry or subsector to increase awareness of apprenticeship and engage industry subject matter experts to assist in the creation of programs.

An employer, referred to as a “Co-Sponsor,” hires and pays the apprentice, provides mentored training, and ensures related technical instruction. Intermediary Sponsors administer the employer Co-Sponsor’s program in partnership with the employer. The Intermediary Sponsor and the Co-Sponsor execute a *Co-Sponsor Agreement* affirming the relationship between the organizations.



How Do Intermediaries Support Apprenticeship?

Intermediary Sponsors support the growth of RAPs by collaborating with DAS to conduct outreach for developing program components, facilitating partnerships, and building diverse and inclusive apprentice pipelines.



Outreach & Partnership Building

- Promote the benefits of RAPs through targeted outreach.
- Bring employers and partners together to build talent pipelines through RAPs.
- Implement industry-driven strategies for RAPs across growing sectors.
- Engage secondary and post-secondary education partners to raise awareness about Registered Apprenticeship.



Program Development & Technical Assistance

- Develop and implement high-quality standards for new RAPs.
- Support the launch, operation, and long-term sustainability of programs.
- Identify related technical instruction providers and assist with designing curricula, related instruction outlines, and on-the-job training models.
- Identify and leverage funding opportunities to help offset program costs.



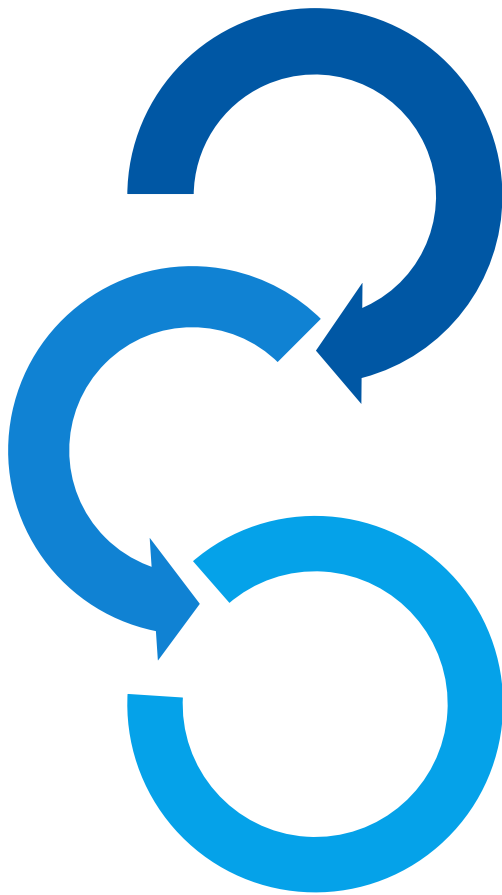
Diverse & Inclusive Pipelines

- Advise on effective strategies for recruiting and employing apprentices.
- Help implement best practices for apprentice retention and supportive services implementation.
- Identify opportunities to link Registered Pre-Apprenticeship Programs to RAPs.

Support for Intermediary Sponsors

Intermediary and DAS Collaboration

DAS partners closely with Intermediary Sponsors to provide the knowledge, resources, and support needed to build and manage effective RAPs, as well manage updates to program standards and regulatory requirements. This collaboration strengthens the capacity of both Intermediary Sponsors and employer Co-Sponsors to deliver high-quality training and expanded access to apprenticeship opportunities.



DAS guides Intermediary Sponsors through the apprenticeship process, helping ensure successful implementation and continuous program management.

Intermediary Sponsors deliver these essential services to their employer Co-Sponsors, ensuring programs operate smoothly and effectively.

DAS, in turn, acts as a secondary layer of support, offering assistance and resources to Intermediary Sponsors as needed.

Available Training

Introduction to Registered Apprenticeship Sponsorship

Provides an overview and understanding of what a RAP is, its value proposition, and the roles and responsibilities of both the sponsor and DAS. Intermediary Sponsors and their employer Co-Sponsors are encouraged to attend this webinar for programmatic updates and to continually educate their staff. This webinar will also help Intermediary Sponsors confidently present RAPs to potential Co-Sponsors.

Sponsor Recordkeeping Requirements

Provides an understanding of the roles and responsibilities of the sponsor and DAS, an establishment of best practices, an overview of recordkeeping requirements for maintaining RAPs, and how to prepare for program reviews for quality assurance. This webinar is important for Intermediary Sponsors to join periodically for information updates and to refresh their knowledge of recordkeeping and program reviews.

Using the Massachusetts Registered Apprenticeship Sponsor Portal: System Functionality

Explains the process of how to use the online Massachusetts Registered Apprenticeship Sponsor Portal to register apprentices, conduct renewal transactions, and complete amendments to update sponsor programs and apprentice participation.



For assistance regarding the Intermediary Sponsor responsibilities described in this handbook, please contact apprenticeship@mass.gov and the appropriate DAS staff member will reach out.



Checklist of Intermediary Sponsor Responsibilities

This page offers a high-level overview of the responsibilities of Intermediary Sponsors, with detailed guidance provided in the sections that follow. **To learn more about each responsibility, click on the title of each section.**



Co-Sponsor Registration

- Direct Co-Sponsors to attend the [Introduction to Registered Apprenticeship Sponsorship training](#).
- Register a new Co-Sponsor by submitting documentation into the Massachusetts Registered Apprenticeship Sponsor Portal.



Additional Co-Sponsor Occupations

- Once a Co-Sponsor is registered, add additional occupation(s) for the Co-Sponsor (as needed) by submitting documentation into the portal. This step is referred to as ADD-OCCUPATION.



Apprentice Registration

- Submit information into the portal to complete an *Apprentice Agreement* and associated tasks.
- Receive *Apprentice Identification (ID) cards* from DAS to distribute to apprentices.
- Request apprentice renewals and new, updated *Apprentice ID cards* annually.
- Submit requests for apprentice extensions, notify DAS of apprentice cancellations, and request *Completion Certificates* for apprentice graduates.
- Request a formal leave of absence for apprentices who will be away from the job for an extended period.

Prevailing Wage Work Verification



- For public works bids, submit a sponsor verification request through the portal to receive documentation that the Co-Sponsor meets requirements for prevailing wage work. *(Note that this process is applicable for trade occupations.)*



Program Reviews



- Know the operations of Co-Sponsor programs and establish a cadence and mechanisms for regular communication and information gathering. This will allow Intermediary Sponsors to address issues and concerns that arise, as well as expedient problem-solving and establishment of best practices.
- Share information and answer questions about Co-Sponsor programs during the Intermediary Sponsor's program review with DAS.



Most of these activities for Intermediary Sponsors are conducted through the Massachusetts Registered Apprenticeship Sponsor Portal.

Co-Sponsor Registration

Intermediary Sponsors are responsible for registering an employer Co-Sponsor. To complete the registration, Intermediary Sponsors must gather the documentation and information below from the Co-Sponsor for submission into the Massachusetts Registered Apprenticeship Sponsor Portal. When the required documentation is entered into the portal, DAS will review for accuracy. A confirmation email of the Co-Sponsor's registration will be sent to the Intermediary Sponsor.

In addition, Intermediary Sponsors should direct their employer Co-Sponsors to attend the [Introduction to Registered Apprenticeship Sponsorship training](#) provided by DAS.



Required Business Documents

Co-Sponsor Agreement: The executed agreement that affirms the relationship between the Intermediary Sponsor and the Co-Sponsor.

- Enter the required information for the *Co-Sponsor Agreement* into the portal.

Certificate of Liability Insurance: The Co-Sponsor's single-page, active *Certificate of Liability Insurance*, including workers' compensation coverage.

- Co-Sponsors can obtain this document from their insurance agent.
- Upload the single-page certificate showing effective dates (not the policy).

Certificate of Compliance: The Co-Sponsor's *Certificate of Compliance* from the Massachusetts Department of Unemployment Assistance (DUA).

- This document can be accessed through the Massachusetts DUA employer online account at [MyMassGov](#).
- Upload the DUA certificate into the portal.

Business Entity Summary: The legal structure of the Co-Sponsor's business.

- Corporations can download the document at [Secretary of State Articles of Corporation Search](#).
- Partnerships or sole proprietorships can request the official business certificate from the city or town hall where the business is located.
- Upload the *Business Entity Summary* into the portal.



Required Program Documents & Information

Work Process Schedule: An outline of the on-the-job training tasks the apprentice will perform throughout the program.

- Include the approximate number of hours for each competency category.
- Upload the *Work Process Schedule* into the portal.

Work Process Schedule	
Youth Development Practitioner	
Job Description: Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	
RAPIDS Code: 1039	O*NET Code: 21-1093.00
Estimated Program Length: 2 Years	
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input checked="" type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	
Suggested On-the-Job Training Outline	
Conduct diagnostic tests to determine patient health.	Approximate Hours
A. Assess clients' cognitive abilities and physical and emotional needs to determine appropriate interventions.	
Total Hours	
Examine patients to assess general physical condition.	Approximate Hours
A. Assess clients' cognitive abilities and physical and emotional needs to determine appropriate interventions.	
Total Hours	
Provide basic information to guests, visitors, or clients.	Approximate Hours
A. Inform tenants of facilities, such as laundries or playgrounds.	
Total Hours	
Total OJT Hours: <input type="text"/>	

Mentors: The mentors for apprentices in the program. For trade occupations, mentors are described as individuals who have reached "journey level."

- Enter the number of mentors for the program into the portal.
- If applicable, for licensed occupations, include the mentor's license number and expiration date.

Wage Progression Schedule: The program steps, and the wage at each step, for the apprentice to reach journey-level/mentor wage (the wage earned upon program completion).

- At least one step increase is required per year of the program, aside from the starting wage.
- The starting wage must at least meet Massachusetts' minimum wage of \$15.00 or higher.
- Enter the wage progression schedule into the portal.

Zoom in to view the screenshot details

The screenshot shows the 'Apprenticeship Sponsor Application' form, specifically the 'Wage Progression' section. The form is titled 'Sponsor Application Form' and has a progress bar at the top with steps: Wage Progression (active), Good Standing, and Requesting Documents. Below the progress bar, a note states: 'Wage progression is an important aspect of an apprenticeship program. Apprentices should be paid an increasing schedule of wages as they gain additional skills and competence. Your program should have at least one intermediate wage step, and you may create additional wage steps if needed. Please provide the following wage information as of the program submission date.'

The 'Wage Information' section includes the following fields:

- Apprentice entry level wage:** \$30.00
- Apprentice exit level wage:** \$50.00
- How many steps are required before the apprentice completes your program and reaches journey/mentor level?** 3
- Apprentice Wage for Step 1 \$:** 30
- Apprentice Wage for Step 2 \$:** 75
- Apprentice Wage for Step 3 \$:** 90
- Apprentice Wage for Step 1 \$:** 25
- Apprentice Wage for Step 2 \$:** 37.5
- Apprentice Wage for Step 3 \$:** 45
- *OJT Hours Needed for Step 1:** 1200 (Please enter only numeric values)
- *OJT Hours Needed for Step 2:** 1200 (Please enter only numeric values)
- *OJT Hours Needed for Step 3:** 1200 (Please enter only numeric values)
- Apprentice average hours per week:** 36
- *Total OJT Hours:** 3,600

At the bottom right, there are 'Previous' and 'Next' buttons.

Related Technical Instruction Schedule: Information on the related technical instruction provider and curriculum.

- Include an outline of the 150 annual instruction hours broken down by subject/competency.
- Upload the related technical instruction schedule into the portal.

SAMPLE Registered Apprenticeship Classroom Instruction Curriculum			
SPONSOR INFORMATION			
RPAP SPONSOR: (if applicable)			
RAP SPONSOR:			
RAP SPON-PFL Record ID:			
Occupation Name:		ONET Code	
Classroom Instruction Provider Name:			
CORE OCCUPATIONAL SKILLS	Expected Outcome/Proficiency	Hours	RAP Recognized Hours*
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Total Core Occupation Skills Hours		0.00	0.00



[Return to checklist](#)





Additional Co-Sponsor Occupations

Once the Intermediary Sponsor has registered a Co-Sponsor through the process described in the previous section, the Intermediary Sponsor may add additional occupations for the Co-Sponsor as needed. Adding occupations is referred to as ADD-OCCUPATION.

The documentation required for an ADD-OCCUPATION is specific to the new occupation program only, as most documentation was provided during the Co-Sponsor registration process. For an ADD-OCCUPATION, Intermediary Sponsors will acquire the documentation below and submit it into the Massachusetts Registered Apprenticeship Sponsor Portal.

Upon ADD-OCCUPATION application review and approval, the Intermediary Sponsor will receive a formal letter indicating that the occupation has been approved. DAS typically approves new occupations within 30 days of submission into the portal.



Required Program Documents & Information

Work Process Schedule: An outline of the on-the-job training tasks the apprentice will perform throughout the program.

- Include the approximate number of hours for each competency category.
- Upload the *Work Process Schedule* into the portal.

Work Process Schedule	
Youth Development Practitioner	
Job Description: Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	
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Total Hours	
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The 'Wage Information' section contains the following fields:

- * Apprentice entry level wage: \$20.00
- * Apprentice exit level wage: \$50.00
- * How many steps are required before the apprentice completes your program and reaches journeyworker level?: 3
- * Apprentice Wage for Step 1 %: 50, Apprentice Wage for Step 1 \$: 25
- * Apprentice Wage for Step 2 %: 75, Apprentice Wage for Step 2 \$: 37.5
- * Apprentice Wage for Step 3 %: 90, Apprentice Wage for Step 3 \$: 45
- * OJT Hours Needed for Step 1: 1200 (Please enter only numeric values)
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- * Total OJT Hours: 3,600

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SPONSOR INFORMATION			
RPAP SPONSOR: (if applicable)			
RAP SPONSOR:			
RAP SPON-PFL Record ID:			
Occupation Name:			ONET Code
Classroom Instruction Provider Name:			
CORE OCCUPATIONAL SKILLS	Expected Outcome/Proficiency	Hours	RAP Recognized Hours*
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Classroom Activity/Subject	(Description)		
Total Core Occupation Skills Hours		0.00	0.00



[Return to checklist](#)



Apprentice Registration

After the Intermediary Sponsor has registered an employer Co-Sponsor, the Intermediary Sponsor can register apprentices in the Co-Sponsor's program. Intermediary Sponsor oversight responsibilities include apprentice registrations, including the *Apprentice Agreements*, *Apprentice ID cards*, and amendments (apprentice extensions, cancellations, completions, and leaves of absence).

Apprentice Agreement

The *Apprentice Agreement* is an agreement between the apprentice and the Intermediary Sponsor that outlines the terms and conditions of the RAP. To complete the *Apprentice Agreement*:

- The Intermediary Sponsor will enter the information required for the *Apprentice Agreement* into the Massachusetts Registered Apprenticeship Sponsor Portal.
- The portal will then generate the *Apprentice Agreement* and prompt signatures from the apprentice and the Intermediary Sponsor using a digital signature process. *(Note that some RAPs may require additional signatures.)*
- Once the signatures are provided, the Intermediary Sponsor and the apprentice will **receive a confirmation email** with the completed *Apprentice Agreement* attached.



Intermediary sponsors may submit this agreement up to 30 days before the apprentice begins the program and are required to submit it no later than 30 days after the start date.

Apprentice ID Cards & Renewals

Once the *Apprentice Agreement* is approved by DAS, the Intermediary Sponsor will receive the ID card within 10 days to distribute to the apprentice. *Apprentice ID cards* expire one year from the start date listed on the *Apprentice Agreement* and must be renewed annually.

Intermediary Sponsors will receive an alert from the Massachusetts Registered Apprenticeship Sponsor Portal when it is time to request an apprentice renewal. A fee is required for renewals, which is paid through the portal by credit card.



Failure to renew the ID card on time may result in cancellation from the program. Intermediary Sponsors must ensure timely renewals of their apprentices.

Apprentice Extensions, Cancellations, Completions, and Leaves of Absence

Intermediary Sponsors are responsible for apprentice extensions, cancellations, completions, and leaves of absence. Intermediary Sponsors will make all requests through the Massachusetts Registered Apprenticeship Sponsor Portal.

Extensions

If the apprentice's projected completion date has passed but the individual has not yet completed the program, the Intermediary Sponsor may request up to two 6-month extensions. A valid rationale will need to be included in the comment section.

Cancellations

If an apprentice is no longer in the program (e.g., the individual was terminated from employment), the Intermediary Sponsor *must notify DAS within 45 days*. A valid rationale will need to be included in the comment section.

Completions

Upon an apprentice's successful completion of all related technical instruction and on-the-job training requirements, the Intermediary Sponsor can request a *Completion Certificate*.

The Intermediary Sponsor must submit the total number of related technical instruction and on-the-job training hours completed by the apprentice, along with any other required documentation (certificates, exam passage, etc.) required for licensing the occupation.

Leave of Absence Requests

Apprentices who will be away from the job for an extended period should be placed on formal leave of absence including, but not limited to, situations such as medical leave, military leave, or layoffs. Intermediary Sponsors should make this request through the portal upon the apprentice's leave. A valid rationale will need to be included in the comment section.



For leave of absence requests, please note that private medical information should not be submitted into the portal.



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Sponsor Verification for Prevailing Wage Work



To bid on public works projects, Intermediary Sponsors and/or Co-Sponsors must request sponsor verification. DAS issues documentation verifying that the Intermediary Sponsor/Co-Sponsor has a valid RAP in Massachusetts and meets the requirements for prevailing wage work. *Note that this process is applicable for trade occupations.*

Intermediary Sponsors can submit a sponsor verification request for themselves or a Co-Sponsor through the Massachusetts Registered Apprenticeship Sponsor Portal.

Information for verification requests:

- The Intermediary Sponsor will need to provide specifics of the public works project (i.e., bid date, project number, location, etc.).
- DAS requires a 10-day notice to verify a sponsor for prevailing wage work.
- A fee is required for each verification, paid through the portal by credit card.



For other prevailing wage compliance questions, Intermediary Sponsors can reach out to the [Massachusetts Department of Labor Standards](#).



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Program Reviews

One of the most important roles of Intermediary Sponsors is to support their employer Co-Sponsors with implementation and ongoing compliance with the Intermediary Sponsor's program standards. Intermediary

Sponsors must maintain regular communication with their Co-Sponsors and serve as a resource to help programs run smoothly and effectively.



Overview of Program Reviews

DAS conducts program reviews with all sponsors of RAPs.

- Within each 5-year period, DAS conducts an **Apprenticeship Program Review (APR)** for all programs with fewer than five apprentices and an **Extended Apprenticeship Program Review (EAPR)** for programs with five or more apprentices.
- DAS conducts a **Provisional Review** of every program at the end of the first year of program operation.

These reviews are intended to strengthen the performance of each program for the benefit of participating apprentices. This is done by assessing the overall condition of a Co-Sponsor's program, checking for compliance with the Intermediary Sponsor's standards and applicable state and federal regulations for RAPs, and ensuring the safety and welfare of apprentices.



Intermediary Sponsors are encouraged to contact DAS to obtain the program review checklist for the APR or EAPR visits and to receive additional guidance and technical assistance.

Intermediary Sponsors and Program Reviews

DAS expects that Intermediary Sponsors will be knowledgeable about the operations of their employer Co-Sponsors and establish mechanisms for communication and information gathering with their Co-Sponsors.

Intermediary Sponsors play a key role in maintaining compliance, supporting program success, and upholding high standards.

Intermediary Sponsors are not required to conduct full program reviews of their Co-Sponsors. During Intermediary Sponsors' program reviews with DAS, the Intermediary Sponsor should be able to share information and answer questions about their Co-Sponsors and the apprentices placed with each Co-Sponsor.

While Intermediary Sponsors and their Co-Sponsors can determine the appropriate strategies to achieve the objectives described above, examples include:

- **A scheduled series of monthly or quarterly check-ins** with Co-Sponsors for information sharing and to provide assistance.
- **A mechanism for the periodic collection of documentation**, such as active apprentice and related technical instruction class attendance lists.
- **In-person visits** to observe the program at the worksite and engage with apprentices.
- **A system** for Co-Sponsors to provide regular program updates.
- **Contact with apprentices**, such as creating open lines of communication for apprentices to ask questions or voice concerns.



Recordkeeping

Intermediary Sponsors should establish their own recordkeeping guidelines. Sponsors are required to make records available to DAS for any reviews, so each sponsor's practice should be consistent with this requirement. Furthermore, please note that DAS does not retain all records indefinitely, so if there are records that you may need to access in the future, please keep this in mind when considering your own recordkeeping policy.

Apprenticeship Program Review Considerations

The APR checklist provides the full list of information that Intermediary Sponsors may be asked about regarding their employer Co-Sponsors during a program review with DAS. If the Intermediary Sponsor would like to review the checklist, please contact the applicable DAS Quality Assurance (QA) Team member.

Key knowledge areas include:

- Does the Co-Sponsor provide the required hours of on-the-job training and related technical instruction outlined in the program's standards?
- Does the journey-level worker/mentor assigned to each apprentice provide subject matter expertise and skill-attainment oversight?
- Does the apprentice-to-journey worker/mentor ratio align with the program standards?
- Is each apprentice receiving scheduled wage increases as outlined in the program standards?
- Does the Co-Sponsor have an up-to-date list of active apprentices? What are the completion and cancellation rates of their current cohort of apprentices?
- Are all apprentices receiving the following documents: *Apprentice Agreement*, program standards, DAS regulations, and the *Apprentice Handbook*?



Extended Apprenticeship Program Review Considerations

For Intermediary Sponsors that have any employer Co-Sponsors with five or more apprentices in their programs, the EAPR checklist provides the full list of additional information that may be discussed during a program review with DAS. If the Intermediary Sponsor would like to review the checklist, please contact the applicable DAS QA Team member.

Key knowledge areas include:

- Has the Co-Sponsor created a universal recruitment source list, and does the Co-Sponsor post positions with its recruitment sources and DAS?
- Has the Co-Sponsor provided anti-harassment training to all apprentices and all individuals connected with the administration and operations of the program?
- Does the Co-Sponsor display the Equal Employment Opportunity (EEO) Pledge and EEO Complaints Information Notice in publicly available facility locations?
- Has the Co-Sponsor applied the same apprentice requirements for qualification for progression, award of interim credentials, and completion?



When the program review with DAS is completed, the Intermediary Sponsor will receive a closeout letter that provides insights from the program review, including any deficiencies identified and any follow-up that is needed from the review. The Intermediary Sponsor will need to discuss any items in the closeout letter related to Co-Sponsors, and work with their Co-Sponsors to make any required adjustments.



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Additional Resources

The Massachusetts agencies and federal resources listed below may be useful for Intermediary Sponsors and inform their RAPs.



Massachusetts Division of Apprentice Standards

The Massachusetts Division of Apprentice Standards is a State Apprenticeship Agency recognized by the U.S. Department of Labor that is responsible for supporting, promoting, developing, and serving Massachusetts RAPs.



Massachusetts Division of Occupational Licensure

The Massachusetts Division of Occupational Licensure, through its boards and offices, licenses and regulates more than 500,000 individuals, businesses, and schools to engage in over 100 trades and professions in Massachusetts.



Massachusetts Office of Public Safety and Inspections

The Massachusetts Office of Public Safety and Inspections serves the building construction and design, recreational tramway, and amusement industries, and a host of other construction-related communities.



Massachusetts Department of Public Health

The Massachusetts Department of Public Health promotes and protects health and wellness and prevents injury and illness for all people.



U.S. Department of Veterans Affairs

The U.S. Department of Veterans Affairs helps guide individuals as they transition from Active Duty service or from service in the Guard or Reserve.



U.S. Department of Labor Office of Apprenticeship

Operated by the U.S. Department of Labor, Apprenticeship.gov is the one-stop source to connect career seekers, employers, and education partners with apprenticeship resources.



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Registered Apprenticeship

mass.gov/apprenticeship

apprenticeship@mass.gov

617-626-5409