

## Sponsor Application Package Checklist

Company Name: \_\_\_\_\_

|  | Date | Initial |
|--|------|---------|
| Site visit conducted   |      |         |
| Career Center information received   |      |         |
| Career Center Representative   |      |         |
| Name   |      |         |
| Number   |      |         |
| Completed application package page 1 & 2 (including number of journeypersons)  |      |         |
| Written Intake Policy  |      |         |
| Written Work Process (OJT)   |      |         |
| I agree under the penalties of perjury that _____ has a current Workers Compensation Policy that covers all employees and that all Massachusetts taxes are paid up to date.  |      |         |
| Regulations statement sheet signed (after reading regulations)   |      |         |
| Remove and keep apprentice cancellation sheet  |      |         |
| Remove and keep apprentice evaluation sheet  |      |         |
| Remove and keep regulations  |      |         |
| Complete related instruction sheet and attach proof of current related training & outline of related training for term of apprenticeship (this is required for all new sponsors as well as sponsors obligated by the director) |      |         |
| Standards properly completed   |      |         |
| Completed and signed apprentice agreement must be notarized & filled out COMPLETELY  |      |         |
| ** \$300.00 Sponsor certificate check included   |      |         |
| ** Passport size photo   |      |         |
| ** \$35.00 Check for apprentice picture I.D. (paid for by either apprentice or company)  |      |         |
| <b>All checks should be made out to: Commonwealth of Massachusetts</b>   |      |         |

Date of first contact: \_\_\_\_\_

Reason: REO 20% ARRA PW  
(circle)

Date of first meeting: \_\_\_\_\_

Date application received by sponsor: \_\_\_\_\_

Date completed package received by DAS: \_\_\_\_\_

Date program standards signed by DAS: \_\_\_\_\_