

## RECORDS REQUIRED IN APPRENTICE FILE

### **1. Application**

All documents pertaining the application process:

- a. Original application
- b. Verification of applicant's satisfying the minimum qualifications: ex. If program requires high school diploma/GED, a copy should be maintained; or a statement of Physical Ability (if required by the standards)
- c. Veteran information (if applicable)
- d. Preapprenticeship information (if applicable)

### **2. Admission and Registration**

All documents related to the admission of the apprentice into the program as described in your Standards of Apprenticeship. Please refer to the "Qualifications and Selection Procedures" in your occupational/employer appendix for the specific required documents based on your selection procedure method.

- a. Oral interview records and score sheet used at the point of entry into the program (if applicable)
- b. Ranking list showing rank of apprentice at time of entry into the program (if applicable)
- c. Impartial random method procedure used for the selection of the apprentices (if applicable)
- d. Reference letter from employer, if required by the standards selection procedure
- e. Statement signed by the apprentice that they understand and have read the standards under which they are being trained

### **3. Credit**

If credit for prior learning or work experience is granted to an apprentice:

- a. Record of previous experience
- b. Employer statement that apprentice has met the competencies/hours required by the program
- c. Evaluation method used to award credit

### **4. Documentation during training**

- a. Any official communication between sponsor and apprentice, for example complaints, cancellation requests, etc.
- b. Current wage status of apprentice
- c. Current participating employer apprentice is working for in the occupation
- d. Documentation that apprentice is working in the occupation of training under the direct supervision of a journeyperson
- e. Evidence that OJT is correlated with the related instruction and follows the Standards of Apprenticeship requirements of the program
- f. Evidence that apprentice is rotated for training purposes or reason why not
- g. Apprentice progress reports of both OJT and RTI, for example grades, instruction reports, Journeyperson report, etc.
- h. Daily work record of apprentice attesting to the type of work performed on the job

All apprenticeship program related records are the property of the sponsor and **must be maintained for a period of no less than five years from the date of last action (cancellation or completion date)**. Records should be available for review when requested by the Department or the appropriate Apprenticeship Training Representative.