

# Request Extra Time to Complete APPRENTICESHIP

*DLT Apprenticeship Office policies prevent employers from keeping individuals as perpetual apprentices. For this reason apprenticeship registration has an expiration date. Any apprentice who has continued with their related instruction, but needs more time to get the required number of work hours will be granted up to an additional year by returning this completed form. More time may also be granted for extenuating circumstances with a recommendation from the State Apprenticeship Council.*

**A. BASIC COMPLETION INFORMATION**

First Name		Middle Name	Last name	Suffix
Occupation			Instruction Provider	
On-the-Job Hours Completed	Current Hourly Wage	Instruction Hours Completed	Is all required Instruction Complete? Yes (Skip section B below) No	

**B. EXTENUATING CIRCUMSTANCES**

**SKIP THIS IF YOU ANSWERED "YES" THAT ALL REQUIRED INSTRUCTION IS COMPLETE**

Please describe the barriers that delayed completion and what actions are being taken to overcome the barriers. Include an estimate of how much time you need to complete. You may respond on a separate page.

**C. DOCUMENTATION OF COURSE LEVELS COMPLETED (attach)**

Attach documentation of course completion from the education provider

**D. APPRENTICE SIGNATURE**

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. SPONSOR SIGNATURE**

Name of Sponsor (Company Name)

*On behalf of the above named sponsor, I hereby certify that the apprentice remains active in the apprenticeship program and has not completed the term of apprenticeship. The sponsor will make a good faith effort to assign the apprentice to work hours in all the skill-areas as documented in the Standards of Apprenticeship and /or encourage the apprentice to sit for any required exam at the earliest date available.*

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_