

RECORDS REQUIRED IN PROGRAM SPONSOR FILE

1. **Program documents** that should be reviewed at least on an annual basis to keep current with the Department:
 - a. Current set of Registered Standards of Apprenticeship, appendices and all amendments
 - b. Minimum qualifications for apprentice applicants to qualify for entrance into the program
 - c. Current statements on the apprentice-to-journeyworker ratio, as per the Standards of Apprenticeship
 - d. Current Journeyworker wage rate
 - e. Up-to-date list of participating employers which should match the RAPIDS records
 - f. Current number of journeyworkers working for the participating employers (by occupation if the program trains for multiple occupations)

2. **Up-to-Date Program Handbook** including:
 - a. Policies the program has adopted for granting credit that complies with the registration agency policy
 - b. Statement of procedures the program will use to transfer apprentices into the program
 - c. All policies and procedures for the successful operation of the program

3. **Apprenticeship Committee or Subcommittee Records**
 - a. Copy of duties of apprenticeship committee contained in the Standards of Apprenticeship
 - b. Up-to-date roster of apprenticeship committee, designating chairperson and secretary, contact information and, if applicable, up-to-date roster of the subcommittee(s)
 - c. Copies of committee and/or subcommittee meeting minutes
 - d. Statement on file with registration agency of the designated person who has **signature authority for the committee** (if other than chairman or secretary)

4. **Instructor Records**
 - a. When, what and where they teach
 - b. Instructor's credentials and proof of completion of Adult Learning Styles training course.

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)** and must be presented for review when requested by the Department or the appropriate Apprenticeship Training Representative.