



INSTRUCTIONS FOR ANNUAL APPRENTICESHIP RENEWAL DUE 6/30/2024

Pursuant to Connecticut General Statutes, Section 31-22r, below are instructions for submitting the annual renewal of apprentices currently registered with the Connecticut Department of Labor's Office of Apprenticeship Training. If you do not currently have active apprentices, you may disregard this invoice as registration fees only apply to active apprentices.

STEP 1: Employer - please complete the enclosed ***Employer Annual Renewal Invoice*** in full.

IMPORTANT NOTE TO EMPLOYER: If you have additional (more than one) apprentices, please make additional copies of the enclosed ***Apprentice Annual Renewal Invoice*** form for each additional apprentice you employ. Additional forms are necessary to proceed with STEP 2.

STEP 2: Apprentice – please complete the enclosed ***Apprentice Annual Renewal Invoice*** in full.

Include personal email address for each apprentice. Return the completed invoice and your payment to your employer. Your employer will submit your apprentice invoice and payment to the Office of Apprenticeship for you.

STEP 3: Employers – Please submit all employer and apprentices completed forms together with all payment(s) and mail to the address below by **June 30, 2024**. Payment may be in the form of one check, for the total amount due from employer and apprentice(s), for your convenience.

Upon receipt of all complete renewal forms and fees, new registered apprentice identification cards and Employer/Sponsor Apprenticeship Certificate of Good Standing will be mailed to the sponsor. The new identification card will be valid only for the sponsor named and will expire June 30, 2024.

*** Reminder - Failure to renew by June 30, 2024 will result in Apprentice(s) termination as of August 2, 2024.**

Also, if an Employer/Sponsor registered apprentice(s) after July 1, 2023 but before June 30, 2024, it is required to now renew your current apprentice(s) at this time as an annual fee is now due per statute.

Make check(s) or money order(s) payable to **Department of Labor/Apprenticeship Training** and mail to:

CONNECTICUT DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP TRAINING

200 FOLLY BROOK BLVD

WETHERSFIELD, CT 06109

If you have any questions, please contact your regional apprenticeship representative. For general questions, contact the Office of Apprenticeship Training at (860) 263-6085 or email your questions to dol.apprenticeship@ct.gov.