



Sponsor Application Package Checklist

Company Name: _____

Activity	Date	Initial
Site visit conducted:		
Career Center information received:		
Career Center Representative: Name: _____ Number: _____		
Completed application package page 1 and 2, including number of journeypersons:		
Written Intake Policy:		
Written Work Process (On-the-job Training-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 and 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 and filled out completely:		
<i>Waiver of Fee and Declaration that Sponsor shall not bid Prevailing Wage Jobs:</i>		
** \$300.00 Sponsor certificate check included:		
** Passport size photo:		
** \$35.00 Check for apprentice picture ID (paid for by either apprentice or company):		
Check <i>DIA Debarment List</i> : <input type="checkbox"/> Yes, on list <input type="checkbox"/> No, not on list		
All checks should be made out to Commonwealth of Massachusetts :		

Date of 1st contact: _____ Reason: ☐ Reasonable Employer Ordinance (REO) ☐ Public Safety (PS)

Date of first meeting: _____

Date application received by sponsor: _____

Date completed package received by DAS: _____

Date program standards signed by DAS: _____