



# MONTANA REGISTERED APPRENTICESHIP

Earn • Learn • Succeed

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## REQUEST FOR CERTIFICATE OF COMPLETION

*Complete one of these forms for each apprentice who has fully completed a program.*

### PROGRAM INFORMATION

Sponsor Name: \_\_\_\_\_ Program Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*Mailing address used to mail completion certificates to sponsor, ensure correct mailing address.\*\***

### APPRENTICE INFORMATION

Full Name of Apprentice: \_\_\_\_\_

**\*\*To be printed on Certificate\*\***

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Hours Completed: \_\_\_\_\_ Related Instruction/Coursework Provider: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Hourly Wage at Completion: \$ \_\_\_\_\_

### AFFIDAVITS OF COMPLETION

Please provide documentation showing completion of **both** RTI and OJT for verification.

**\*\*Documentation must include 1 selection from RTI and 1 selection from OJT listed below\*\***

#### **RTI - Related Technical Instruction (aka- Coursework, schoolwork, or bookwork):**

- ☐ College transcripts
- ☐ Program completion certificate

#### **OJT – On-the-Job Training:**

- ☐ Hour books signed by master/journey-worker
- ☐ Pay role hours showing breakdown, signed by Master/journey-worker
- ☐ Competency Checklist signed by master/journey-worker

I certify that the above named apprentice has satisfactorily completed their apprenticeship program as registered with the Montana Registered Apprenticeship Program. Documentation of OJT and RTI completion **is attached**. I recommend the issuance of the CERTIFICATE OF COMPLETION OF APPRENTICESHIP.

\_\_\_\_\_  
Signature of Program Sponsor or Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Form to be submitted by Sponsor (NOT to be submitted by Apprentice unless approved first)**