



For Official Use Only

**CONNECTICUT DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP TRAINING**

**EMPLOYER/SPONSOR:**

If you have additional (more than one) apprentices, please make copies of this form for **each** additional apprentice you are renewing and submit with payments.

**APPRENTICE:**

**PLEASE SUBMIT \$50.00 FEE PAYMENT AND THIS COMPLETED FORM TO YOUR EMPLOYER AS SOON AS POSSIBLE**

Dear Registered Apprentice:

Connecticut General Statute 31-22r requires an annual renewal fee from every registered apprentice of \$50.00 and a fee from your employer (sponsor) of \$60.00 (for a total due of \$110.00) for each registered apprentice **due on or before June 30, 2022**. Upon receipt of the annual renewal fee, a new apprenticeship identification card will be mailed to your sponsor and will be valid through **June 30, 2023**. This identification card will be **valid for this employer (sponsor) only**. If you change employment, a new registration by your new employer will be required and a new registration fee of \$50.00 from you and a new registration fee of \$60.00 from the new employer (sponsor) that employs you.

**Instructions:** Fill out this invoice in full. This invoice **and a check or money order** for the amount of \$50.00 made payable to **Department of Labor/Apprenticeship Training** is to be returned to your employer (sponsor)

**Failure to pay registration fee by you and/or your employer/sponsor will result in termination of the apprenticeship by August 31, 2022.**

**(PLEASE PRINT OR TYPE)**

Apprentice Name: Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail \_\_\_\_\_

Occupation/Trade: \_\_\_\_\_

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Employer/Sponsor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



For Official Use Only  
Emp. ID #

STATE OF CONNECTICUT  
DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP TRAINING

Billing Date: May 13, 2021  
Due Date: June 30, 2022

**SPONSOR ANNUAL RENEWAL INVOICE**

Please see enclosed instructions before submitting payment.

Payment is due no later than June 30, 2022. This is the **only** notification you will receive.

**Failure to submit payment for registered apprentices will result in termination of their apprenticeship.**

**Section 1: Sponsor Information – Make any necessary changes below.**

Sponsor (Company) Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Mail Address \_\_\_\_\_  
(If different from above)

Employer Registration No. (CT Unemployment Tax No.) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Section 2: Payment – Sponsor to complete this section.**

Apprentice Fee ( \$50.00 for **each** apprentice being renewed) \$ \_\_\_\_\_

Sponsor Fee ( \$60.00 for **each** apprentice being renewed) \$ \_\_\_\_\_

**\*\$110.00 Payment for each apprentice renewed is due**  
**\* Total Payment** \$ \_\_\_\_\_



## **INSTRUCTIONS FOR ANNUAL APPRENTICESHIP RENEWAL DUE 6/30/2022**

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.

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, 2022**. 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, 2023.**

**\* Reminder - Failure to renew by June 30, 2022 will result in Apprentice(s) termination as of August 31, 2022.**

**Also, if an Employer/Sponsor registered apprentice(s) after July 1, 2021 but before June 30, 2022, 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](mailto:dol.apprenticeship@ct.gov).