



MAINE APPRENTICESHIP PROGRAM

IN-HOUSE TRAINING AUTHORIZATION REQUEST FORM



To insure that apprenticeship funds are available this authorization request form **must** be submitted and approved by the Maine Department of Labor Director of Apprenticeship prior to the commencement of in-house apprenticeship training programs. Submission of this form to the Maine Apprenticeship Program (MAP) is not a guarantee of funding, as requests received may exceed available funding.

Section I – Sponsor Information

Sponsor name:

Sponsor address:

Sponsor apprenticeship identification (ID) number:

Sponsor contact name:

Contact email address:

Section II – Course Details

| Course | COURSE TITLE(S) | OCCUPATIONAL PROGRAM | SCHOOL OR TRAINING VENDOR | EXPECTED COURSE START DATE | EXPECTED COURSE END DATE | COURSE LENGTH IN HOURS (hrs) | NUMBER OF APPRENTICES TO ENROLL IN CLASS (number) | TOTAL OF AUTHORIZATION REQUEST = \$5 (hrs X number) |
|---------------------------|-----------------|----------------------|---------------------------|----------------------------|--------------------------|------------------------------|---|---|
| #1 | | | | | | | | |
| #2 | | | | | | | | |
| #3 | | | | | | | | |
| #4 | | | | | | | | |
| #5 | | | | | | | | |
| #6 | | | | | | | | |
| Total \$ Requested | | | | | | | | |

Section III – Vendor Information

1. Please one of the following: the vendor to be reimbursed \$5.00 per hour of the cost of in-house training upon successful completion of the courses indicated is the Sponsor _____ or the training vendor(s) indicated above _____

If sponsor is the vendor, please enter Maine State vendor code here:

*NOTE – In house reimbursement can only be made to:

- the individual or agency that actually pays the cost of training on behalf of the apprentice
- for courses that are listed as "Required Related Instruction" and completed with a grade of C or better

