



## Suspending or postponing training operations

**Dear apprenticeship program sponsor:**

Apprenticeship Minnesota at the Department of Labor and Industry understands that recent developments related to the COVID-19 pandemic are impacting training decisions. The safety and well-being of apprentices, instructors and program personnel is understandable.

We recognize that apprenticeship programs with training centers and those that partner with education institutions are considering, or are in the process of suspending or postponing, training operations. While registered apprenticeship programs must adhere to statutory and regulatory requirements to ensure program integrity, we will work with programs to find flexible solutions to address program compliance challenges.

### Guidelines

Communication is important to addressing future continuity of training. In the event a sponsor suspends training, we ask that you follow these guidelines:

1. Provide written notice about suspending or postponing training operations, including the date of suspension and the written or electronic notification that was provided to apprentices. Send this notification via email to [Rick.Martagon@state.mn.us](mailto:Rick.Martagon@state.mn.us), or by mail to:  
Apprenticeship Minnesota  
ATTN: Rick Martagon  
Department of Labor and Industry  
443 Lafayette Road N  
St. Paul, MN 55155

2. Document and record all apprentices impacted by cessation of training and account for all hours that will be missed due to the disruption of operations.
3. Provide in writing potential program solution(s) to meet related instruction program requirements. As you know, registered apprenticeships are required to provide at least 144 hours of related instruction per training cycle. Some solutions considered may be extending the training cycle or term of the apprenticeship, allowing for make-up of missed hours later in the year, e-learning, etc. We understand that each program's situation may be unique. We seek and value your input to provide for maximum flexibility due to this extenuating circumstance.

We are here to assist you with continuing to make registered apprenticeship the longstanding success it has been. The future of registered apprenticeship is strong in Minnesota and we are invested and committed to working with you.

Sincerely,

**JOHN AIKEN**

Director of Apprenticeship

State of Minnesota