

MEMORANDUM

TO: Licensees

FROM: Vanessa Beauchamp
Executive Director

Date: January 29, 2010

RE: Apprenticeships

Effective January 30, 2010, new regulations require that within ten (10) days of an apprenticeship beginning, a supervising practitioner must register all people who are working on fulfilling the required apprenticeship requirements under his or her supervision.

It will be necessary that you complete the *Registration of Supervisory Relationship* form for each apprentice you will be supervising. The form should be submitted to the above address within ten (10) days of the apprenticeship commencing.

Upon completion of the apprenticeship, regulations require that an apprentice's proof of completion of the apprenticeship be submitted on forms prescribed by the office. The *Certification of Apprenticeship* form should be used to track all hours/procedures completed. An apprentice should return the *Certification of Apprenticeship* with his or her application, all required documents, and the appropriate fee once all requirements are met.

Please note that no license will be issued to an individual working on fulfilling the apprenticeship requirements; the registration of supervisory relationship is merely a registration. In addition, an individual may have more than one supervising practitioner. However, each supervising practitioner must be registered with the Office as described above.

If you have any questions, please contact the office at the above number.