

June 25, 2025

Registered Apprenticeship Sponsor,

This letter serves as a formal follow-up and reminder of the requirement that all registered apprentices in the occupations of Plumbing must hold an active apprentice license issued by the Maryland Department of Labor's Division of Occupational and Professional Licensing **at the time of registration and throughout the entire duration of their apprenticeship program.**

Effective **August 1, 2025**, the Maryland Apprenticeship and Training Program (MATP) will no longer **register, extend, or complete** any Plumbing apprentice **without documented proof that the apprentice holds a valid and active license for the entirety of their participation in the program.** This policy applies to all current and future apprentices in these occupations.

This requirement is necessary to ensure compliance with Maryland State law and regulations, and to protect the integrity of the registered apprenticeship system. Without a valid occupational apprentice license, the on-the-job training (OJT) hours accumulated during the unlicensed period cannot be credited. This can delay or even prevent apprentices from graduating and qualifying for their journeyworker license, jeopardizing their career progression and the investment of their time and training.

As a reminder, group apprenticeship program sponsors are responsible for communicating this guidance to all participating or signatory employers in their program. Please ensure that all employers are fully aware of the apprentice licensing requirement and its implications for apprentice registration, training credit, and program completion.

To confirm your acknowledgment and understanding of this requirement, we are requesting that you **sign and return this letter to MATP no later than July 15, 2025.** Failure to submit a signed acknowledgment may result in delays or issues with apprentice registration and program compliance.

Should you have questions regarding this requirement or need assistance ensuring that your apprentices are properly licensed, please consult the Maryland Board of Plumbing website for further information: <https://www.labor.maryland.gov/license/pl/pllic.shtml>

We appreciate your continued commitment to quality apprenticeship training and compliance with Maryland's licensure requirements.

Sincerely,

Chris MacLarion
Director, Maryland Apprenticeship and Training Program

Acknowledgment and Signature

I acknowledge receipt of this notice and confirm that our program will comply with the requirement to ensure all Plumbing apprentices are properly licensed at all times during their apprenticeship.

Sponsor Name: _____

Program Number: _____

Authorized Representative (Print Name): _____

Signature: _____

Date: _____