

# NOTICE OF APPRENTICESHIP COMMITTEE ACTION (FORM 25-230)

Name of Local Committee: \_\_\_\_\_ Program # \_\_\_\_\_

This is to notify you that apprentice: \_\_\_\_\_

SS#: \_\_\_\_\_ License # \_\_\_\_\_ Rapids #: \_\_\_\_\_

Total RTI Hrs: \_\_\_\_\_ Total OJT Hours: \_\_\_\_\_ OJT Hrs valid through: \_\_\_\_\_

Grade Avg: \_\_\_\_\_ Effective date of the action is: \_\_\_\_\_

## Please select one of the following actions:

1. **New Apprentice**

Electrical       Plumbing       Other Trade \_\_\_\_\_

2. **Cancellation**

3. **Reinstate**

**PLUMBING:** Send form to OSD and to ADH with reinstate application. Attach statement or note below what work the apprentice has been doing since their license expired.

**Electrical:** Send form to OSD and complete reinstatement in ELP. OSD Signature needed if license has been expired for over 1 year and notarized statement noting what the person was doing during the expired time frame.

4. **Held Back**

Apprentice did not successfully complete the last \_\_\_\_\_ hours of training.

5. **Miscellaneous Trades Completed**

6. **Released for test:**

**Electrical**

**Residential Exam Only**

Send form to OSD. After receiving the form back, upload it to the online application with AR DOLL.

**Plumbing**

Send form to OSD. After receiving the form back, send it and the examination application directly to the Arkansas Health Department.

**Exit examination was administered**

7. **Transfer to:** \_\_\_\_\_ Program # \_\_\_\_\_  
(send this form to the gaining school)

**Entrance Wage:** \_\_\_\_\_ **Exit Wage:** \_\_\_\_\_

**Gaining Committee authorized signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Apprentices signature:** \_\_\_\_\_

**Signatures represent approval by all parties for the transfer.  
Provide the RTI and OJT transcript when conducting transfers.**

**Authorized signature of committee:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature Apprenticeship Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Email all forms to OSD-OA at: [osd.oe@arkansas.gov](mailto:osd.oe@arkansas.gov)

(When transferring an apprentice Email a copy to: [kuznar.john.a@dol.gov](mailto:kuznar.john.a@dol.gov))

(Plumbing Only: when reinstating, cancelling, or releasing an apprentice  
Email a copy to: [adh.phc@arkansas.gov](mailto:adh.phc@arkansas.gov))