

**APPLICATION FOR CERTIFICATION OF COMPLETION  
OF APPRENTICESHIP AT GRCC**

1. Name of Sponsor \_\_\_\_\_  
(Employer Name)

2. Address \_\_\_\_\_  
(Street #) (City, State, Zip code)

3. Full Name of Apprentice \_\_\_\_\_  
(Exactly as it should appear on certificate)

4. Student # \_\_\_\_\_

5. Wage Rate at Completion \_\_\_\_\_  
(Mandatory)

6. Trade \_\_\_\_\_ Length of Apprenticeship \_\_\_\_\_  
(1, 2, 4 years)

7. Number of Hours of Previous Credit Allowed \_\_\_\_\_

8. Date of Completion \_\_\_\_\_

On behalf of the above-named sponsor, I hereby certify that the apprentice's name on this application has satisfactorily completed his/her apprenticeship program and hereby recommend the issuance of the Certificate of Completion of Apprenticeship.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Company Representative)

Title \_\_\_\_\_

**The remainder of the form to be filled out by GRCC**

• Total Hours of Related-Trade Instruction Completed \_\_\_\_\_  
GRCC to fill in above line

• Related Instruction Furnished by:

Grand Rapids Community College (a) Public vocational school  
(b) Any other training hours

• Director(s) of Related-Instruction Certifying Items Above

Name \_\_\_\_\_ Address: 143 Bostwick NE, ATC-221

Signature \_\_\_\_\_ Grand Rapids, MI 49503

**\*\* Lines 1-8 of this form need to be completed by the company apprenticeship coordinator, in addition to a signature in the box. The form should then be sent to GRCC (katherinepena@grcc.edu) for verification of schooling hours. GRCC will then forward the form to the Records Office for a Manufacturing Apprenticeship Certificate to be issued. If your company is registered with the DOL, the company coordinator is responsible for completing their apprentice in the RAPIDS system. \*\***