

# 2019 Apprenticeship Application Procedure FOR NEW APPRENTICES



Keystone Chapter  
Apprenticeship and  
Training Trust

Keystone Apprenticeship and Training Trust, does hereby give public notice that Applications for its 2019-2020 Apprenticeship Training Program will be taken as follows:

- Any Tuesday – Friday (except holidays) 8:30 a.m. – 4:00 p.m.

Keystone Chapter, ABC  
135 Shellyland Road, Manheim, PA 17545  
Located in Rapho Business Park, intersection of Rt. 283 & Rt. 772  
<http://www.abckeystonecenter.org/>

## TRADES

Applications will be accepted from individuals interested in becoming an apprentice in one of the following trades\*:

Carpenter	Electrician	Plumber	Sheet Metal Mechanic
Heavy Equipment Operator	Ironworker	Construction Craft Laborer	
Air Conditioning & Refrigeration Mechanic (HVAC)			

\* Class locations and specific trades offered for 2019-2020 will depend upon enrollment size and job availability

## STEP #1 INITIAL APPLICATION

All applicants must apply in person to fill out a brief application and receive required application materials.

- \$75.00 Application Fee. Payment can be made by check, money order or cash. Please make check or money order payable to Keystone Apprenticeship and Training Trust. Note: The Application fee is non-refundable. If an applicant is currently employed by an ABC member, the employer can be invoiced for this fee.
- Applicants will be given a questionnaire, a textbook, 3 study guides to assist in preparation for the entrance exam, and information sheets to complete and bring back when they take their entrance exam.

## STEP #2 ENTRANCE EXAM

Applicants must take an entrance exam:

- When applicants complete their initial application, they will be scheduled for their entrance exam. All required materials are to be submitted at the time of the exam.
- Those with a score below 80% on any of the two tests (math test & safety & tool test) will be required to re-take those tests. Two re-takes will be allowed.

All Entrance tests are conducted at the ABC building, (see above for address)

## STEP #3 REQUIRED DOCUMENTS

Applicants are required to submit the following additional application materials at the time they have their entrance exam:

- Proof of Age (copy of driver's license, birth certificate, etc.)
- Copy of High School Diploma or GED certificate. This is not required for acceptance into our apprenticeship program, but it increases the chances of applicant being accepted.
- Three (3) letters of reference from acquaintances other than family.
- Proof of trade work experience, if any (letter from employer noting experience applicant has had in the trade he/she is applying for.) This is in addition to the 3 reference letters listed above.
- Transcript of grades from last year of school completed, from school Guidance Department (including attendance record, if available). Applicant may bring transcript to interview, or the school may mail it to us.
- If graduate of a Career & Technology high school, letter of recommendation from primary instructor.
- Copies of transcripts from any trade school, other post-high school training received, and/or any trade-related military training.
- For veterans applying, we need a copy of applicant's discharge paper, Form 214. We are approved for Veteran Educational Benefits
- Completed NCCER Release Form (given to the applicant at the time of the initial application).
- Completed questionnaire and information sheets (given to the applicant at the time of the initial application).
- Completed math practice test and study guide. (given to the applicant at the time of initial application)

Applications will not be considered until all steps are fully completed. Materials turned in after the due date will result in points being deducted from the applicant's ranking score.

## STEP #4 RANKING & ACCEPTANCE INTO THE PROGRAM

Applicants will be ranked by their placement exam scores and other materials submitted during the application process. Applicants will be accepted into the apprenticeship training program in the order of their rank, as openings become available. Applications will be kept on file for two years. For further information, visit our website at [www.abckeystone.org](http://www.abckeystone.org)

The Keystone Chapter of Associated Builders & Contractors, Inc. is an Equal Opportunity Employer and Educator.

*Selection of apprentice applicants under this program shall be on the basis of qualification and without regard to race, color, religion, national origin, gender, or non-job-related disability. This sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Employment Regulations of the Commonwealth of Pennsylvania.*