

## 2020 Apprenticeship Application Procedure FOR NEW APPRENTICES

**Keystone Apprenticeship and Training Trust, does hereby give public notice that Applications for its 2020-2021 Apprenticeship Training Program will be taken as follows:**

- **In-person:** Any Tuesday – Friday (except holidays) 8:30 am – 4:00 pm
- **Online at:**  
<https://abckeystone.org/keystone-training/abc-keystone-apprenticeship-program-2020-2021-application/>

### **ABC Keystone Chapter Location:**

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\*:**

- Carpentry
- Construction Craft Laborer
- Electrical
- Heavy Equipment Operator
- HVAC - Air Conditioning & Refrigeration
- Masonry
- Pipefitting
- Plumbing
- Sheet Metal

\*Class locations and specific trades offered for 2020-2021 will depend upon enrollment size and job availability

## **STEP #1 INITIAL APPLICATION**

**All applicants must either apply in person to fill out a brief application and receive required application materials or apply online. If applying online, required application materials will be sent to the applicant after receiving payment.**

- **\$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, three 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 and math exams. All required materials are to be submitted at the time of the exam.
- Individuals that score 90% or higher on math exam; will be excused from the Core Construction Math class. The same for the entrance exam on hand and power tools.

*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 (This is in addition to the three reference letters listed above and can be a letter from employer noting experience applicant has had in the trade he/she for which he/she is applying.)
- 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, a letter of recommendation from primary instructor is required.
- 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.*