



2021-2022 Apprenticeship Application Procedure FOR NEW APPRENTICES

Keystone Apprenticeship and Training Trust does hereby give public notice that applications for its 2021-2022 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-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 2021-2022 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 documents 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 provided a practice math exam, required documents, and date for their exam when application is received.

STEP #2 MATH EXAM

Applicants must take a math exam. All math exams are conducted at the ABC building (see above for address).

- When applicants complete their initial application, they will be scheduled for their math exam.
- All required documents are to be submitted at the time of the exam.
- Individuals that score less than 80% on the math exam will be scheduled for the ABC math class.

STEP #3 REQUIRED DOCUMENTS

Applicants are required to submit the following additional application materials at the time they have their math 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.
- Total of three (3) letters of reference from acquaintances other than family. (Note your letter of reference may also be used as evidence of work experience and/or a letter of recommendation from CTE or technical instructor.)
- Proof of work experience in trade for which applying.
- Letter of recommendation from CTE or technical school instructor.
- Transcript of grades from last completed year of school from school guidance department (including attendance record, if available). Applicant may bring transcript to interview, or the school may email or mail. (We do not require official transcripts.)
- Copies of transcripts from any trade school, other post-high school training received, and/or any trade-related military training.
- Veterans need to provide a copy of discharge paper, Form 214. We are approved for Veteran Educational Benefits.
- Completed questionnaire and information sheets (given to the applicant at the time of the initial application).

Applications will not be considered until all steps are fully completed and all required documents are received. 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 math 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, please visit our website at 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.*