



APPRENTICESHIP APPLICATION PROCESS

ABC Keystone Apprenticeship and Training Trust does hereby give public notice that applications for its Apprenticeship Training Program will be taken as follows:

Apply online at: <https://bit.ly/apprentice-application>

ABC Keystone
135 Shellyland Road
Manheim, PA 17545
www.abckeystone.org

Contact:
Cindy DeWire
Director of Apprenticeship
cindyd@abckeystone.org



CAREERS IN THE TRADES

Applications will be accepted from individuals interested in becoming an apprentice in one (1) of the following trades. Class locations and specific trades offered for 2024-2025 will depend upon enrollment size and job availability.

Please choose one (1):

- Assembler, Pre-Engineered Buildings
- Carpentry
- Construction Craft Laborer
- Electrical
- Heavy Equipment Operator
- HVAC - Air Conditioning & Refrigeration
- Masonry
- Pipefitting
- Plumbing
- Roofing
- Sheet Metal

STEP 1: INITIAL APPLICATION

All applicants must complete an online application.

\$125.00 Application Fee:

Payment must be received with the online application.

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.

Required documents and instructions for the next step in the application process will be emailed to the applicant.

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STEP 2: REQUIRED DOCUMENTATION

All required documents must be submitted at the time of the scheduled entrance exam.

- Proof of age (driver's license, birth certificate, etc.).
- A copy of the applicant's high school diploma or GED certificate.
(While not required, these documents are helpful for placement.)
- Three letters of reference from non-family members.
- Please provide proof of trade work in addition to the three references.
(A letter from the employer noting experience is preferred.)
- Transcript of grades from last school year completed, sent from school guidance department, plus attendance record (when available).
- If you are a Career and Technology Center graduate, a letter of recommendation from the applicant's primary instructor.
- Copies of transcripts from trade schools, post-high school training, and/or military service.
- If a veteran, copies of discharge papers (Form 214).

STEP 3: ENTRANCE EXAM

All required documents must be submitted at the time of the scheduled entrance exam.

- Applicants must complete a math entrance exam, which will be scheduled after processing the application.
- Applicants who score 80% or higher will receive credit for the construction math class. Those who score less than 80% will be registered for the construction math class.
- All tests are completed in person at ABC Keystone.

STEP 4: RANKING & ACCEPTANCE INTO THE PROGRAM

- Applicants will receive a ranking (as required by Department of Labor apprenticeship standards) based on the materials submitted during the application process.
- For applicants entering the program who are not working in the trade or sponsored by a company, ABC Keystone will make every effort to connect them with member companies for employment and sponsorship.

PLEASE NOTE:

- Applicants will not be accepted until all steps are fully completed and items turned in.
- Materials turned in after the due date will deduct points from the applicant's ranking score.

For more information, please visit our website at 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.

