

Questions frequently asked by apprenticeship applicants

Q: What if I didn't complete high school and don't have a GED?

A: Get your GED as soon as possible. If you need to take a GED test prep course, you need to register as soon as possible. **You must also provide us with documentation that you are enrolled in a course.** *If you do not enroll in a timely basis, it will affect your ability to remain employed.* If you aren't sure where you can go to take the GED test, contact your prior high school - or any high school. They should be able to give you information on where you can take the test. When you receive your GED, make sure to have the documentation sent to us. This would include your GED as well as a copy of your test scores.

Q: Do I still need to provide high school transcripts if I have my GED?

A: Yes. Although your transcripts will not show a date graduated, it will show if you have at least one credit of algebra or higher math course. This is documentation that we need to verify that you meet the qualifications for apprenticeship. If you took your GED test in Minnesota, you should be able to request that your GED and test scores be sent directly to us by submitting your written request to:

Minnesota Department of Education
Adult Basic Education
1500 Highway 36 West
Roseville, MN 55113-4266

Q: What if I didn't take or didn't pass algebra in high school?

A: Take an algebra course now! **You must also provide us with documentation that you are enrolled in a course.** *If you do not enroll in a timely basis, it will affect your ability to remain employed.* Algebra courses are taught at most vocational schools and they will be able to provide transcripts verifying that you have successfully completed the course. You may also meet this qualification by taking the Tech Math course on-line through the NJATC. Simply log onto their website at <http://www.electricaltrainingalliance.org/Learning/OnlineTechMath> and register for this class. When you are at their website, click on the "NJATC Training" tab near the top of the page, scroll down to "Tech Math". You are able to register and pay for this class in this area. Payment can be done with a major credit card. This on-line course can be completed in 20 days. The NJATC will email you transcripts verifying that you have successfully completed the course. When you receive your transcript email you must forward it directly to us.

Q: I went to school a long time ago ... I was home schooled ... My school is no longer there. How can I get my transcripts?

A: Easy. It doesn't matter how long you have been out of school, you will be able to get transcripts. Simply call your high school, they can forward your transcripts to us. If you were home schooled or if your high school no longer exists, all you need to do is call the school district office. They will have the appropriate records that you can have mailed directly to us.

Q: When will I find out how I did on the aptitude test?

A: If you take the online test you will get your results today. If not, approximately 2 weeks. You will be notified by mail. Your letter will state if you were successful or unsuccessful. This information is not given out over the phone. If you want your exact test score, you will need to stop into our office to obtain that information.

Q: What if I did bad on the aptitude test?

A: If you did not receive a successful score, you will be given the opportunity to retest in 6 months from the date of your last test. Make sure you meet with our Training Director to review your test results. **This is actually a requirement for continued employment.** The Training Director will give you information on what you should be studying so you can be successful the next time you test.

Q: Will I get credit for my previous education i.e. technical school or college credits?

A: The Standards of Apprenticeship state that you have the ability to test out of a portion of the curriculum. You can test out of a maximum of one of the three years of apprenticeship school. Your prior education can help you be successful on this.

Q: What if I don't pass the drug screen?

A: You will be required to meet with our Training Director to review how you need to proceed. You will be required to go to counseling and complete whatever program suggested by the counselor, sign an authorization form for the counselor authorizing them to talk to our Training Director for the purpose of ensuring that you are complying with the counseling requirement and follow-up program. You will be required to provide written documentation that you have completed the program recommended by the counselor. You will then be required to complete another drug screen **at your own expense**. If you are not successful on this final drug screen, you do not meet qualifications of apprenticeship and will not be eligible to employment with a signatory contractor. *The JATC and/or the employing contractors are **NOT** responsible for the cost of counseling or treatment programs.*

Q: When will I be able to get a pay increase?

A: After you have completed all qualifications for apprenticeship and have indentured into the apprenticeship program, you will qualify to start receiving pay increases. At apprenticeship orientation, you will receive a copy of the Standards of Apprenticeship, Rules and Policies that regulate when you will receive pay increases.

Q: When can I start school and what is the tuition fee?

A: You will not be eligible to start school until after you have met all qualifications and have come in for apprenticeship orientation. Then you will start school in September when the next school year starts. You will be scheduled to go to school one day per week. Class starts at 8:00 a.m. Time spent in school is not paid hours. **Plan on at least \$500 for books per school year. There is no tuition, but you do need to have your books paid for by August 1st each year.**

Q: Will I get credit for my previous working hours?

A: Yes, you can receive a maximum of 2,800 hours of on-the-job credit hours for prior working experience. We already have a record of the hours you worked under the Limited Energy Collective Bargaining Agreement. If you want to request credit for other working hours you must submit verifiable documentation that your prior working experience was in this industry. This documentation can be in the form of:

Sworn statements from prior employers;
Notarized letters from prior employers;
Tax or payroll documentation.

Sworn statements, letters, etc. should indicate your dates of employment, the total number of hours you worked there and the type of work you performed.

Please note: This documentation **MUST** be in our office **PRIOR** to your apprenticeship orientation. Once you have signed the Apprenticeship Agreement and become an apprentice, you can no longer have your prior experience evaluated for credited hours.

**** Please note, receiving credited hours does NOT automatically change your classification and does NOT reduce the probationary period of 500 hours after you indenture as an apprentice.**