



Application # _____

Apprenticeship Application

Full Name: _____ **Date** _____

Address: _____

Phone: _____ **Email** _____

Social Security Number: _____ **Age 18 or older? (Circle One) YES NO**

Employee Number _____

Are you legally authorized for employment in the USA? _____

EEO Reporting Purposes only: (circle one)

White Hispanic Asian or Pacific Islander Black or African American
American Indian or Alaskan Native Other _____

Do you have an NCCER number? If so _____

Education

High School: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate? YES NO**

Military Service

Are you a US Military Veteran? (Circle one) YES NO

To be entered in the National Center for Construction, Education, and Research (NCCER) National Craft Training Registry and to comply with apprenticeships and student record keeping, you must complete this **Grade and Wage Release Form**.

I hereby authorize:

DP Electric, Inc.

The national Center of Construction, Education, and Research (NCCER) and the National Craft Training Registry

The AzDES Commerce Department, Apprenticeship Service

The Veterans Administration

Arizona@Work

To verify information in my craft training records and to forward copies of my transcripts and/or wages progression information to each other or third parties upon request. I release and hold harmless DP Electric, NCCER, DES, VA, and AZ@Work for this verification process and submittal of student records.

Signature _____ Date _____

Definitions

- **Students** – Any person who is currently enrolled in DP University Apprenticeship classes that has not signed a D. O. L. Indenture agreement. Attending classes does not mean one is an indentured apprentice.
- **Apprentice** – An individual who has signed an Apprenticeship Agreement. This is not done automatically upon registration. Education Coordinator will usually present the agreement for signatures two – four weeks after starting the program.
- **On-the-Job Training (OJT)** - Task learned on- the- job in which the student must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience. 2,000 OJT hours per year are required.

- **Related Instruction (RI/Training Room)** – Instruction designed to provide the student with knowledge of the theoretical and technical subjects related to the student’s occupation. Such instruction may be given in training room, Through occupational or industrial courses, Or by correspondence courses of equivalent values, electronic media, or other forms of self-study approved by the Registration Agency.
- **Certification of Completion of Apprenticeship**- The Certification of Completion of Apprenticeship (Journeyman Certification) is issued by the U. S. Department of Labor to those registered apprentices certified and documented as successfully completing all the apprentice training requirements outlined in the Standards of Apprenticeship.

By signing, I agree and understand the definitions above.

Signature _____ Date _____

Attendance Policy

The US Department of Labor requires each apprentice to complete a **minimum of 144 hours RI** per year of apprenticeship.

Absences are counted by year, not per course, module, or section.

Any absence – apprentices are required to notify education coordinator as soon as they know they will miss class.

Sixed absence- apprentices missing 6 classes are at risk of not completing the required RI. As such, sixed absence will only be allowed in extreme circumstances and must have required documentation such as a doctor’s note, obituary, or accidents report.

If too many hours are missed in a year and it will not be possible to meet the 144 hour minimum, ***the apprentice will be withdrawn from class and required to restart the from the beginning at the next scheduled year start date.***

Arriving 15 minutes late or leaving 15 minutes early will result in an absence.

Absence due to health reasons, family issues, or other exceptional circumstances will be considered at the Education Manager discretion.

I understand and agree to DP University Apprenticeship attendance policy as stated above.

Signature _____ Date _____

Indenturement Criteria

To be indentured, you must:

- Be employed in the occupation of your trade
- Complete this application in its entirety
- Provided copies of documents including birth certificate, high school diploma or GED (if Applicable) *,
- Current and valid driver's license, or government issued ID card, and permanent resident card (if applicable)

Advanced Placement

Advanced placement is available for those students meeting certain criteria.

To be considered for Advanced placement, the following documents must be submitted:

1. Current Resume
2. Official Transcript from an Accredited Post-Secondary institution
3. Official Transcript from any state registered apprenticeship program
4. Official Transcript from NCCER or Other Trades Education Center
5. Official Transcript from High School Construction Trade Program

Advanced Placement for OJT

Acceptable Documents must be submitted:

Letter from your employer on company letterhead signed by non-related representative showing the hours worked in your trade and in what capacity (laborer or preliminary hours are capped at 2,000 in the year immediately preceding apprenticeship)

Official Transcript from any state registered apprenticeship program provided it show OJT completion

Official Transcript from NCCER or Other Trades Education Center provided it show OJT completion

These documents may be uploaded or submitted to the Education Coordinator. Documents must be received at least 10 business days prior to the start of the apprenticeship for advance placement to be considered.

In some cases, a placement exam may be required. In no cases will advanced placement be considered beyond year 4 or 6000 hours as the state requires all apprentice to be active in the D.O.L database for a minimum of one year.

Signature _____ Date _____

Advanced Placement Requirements

Each year you are required a number of hours to be able to advance to the next year of apprenticeship. As well as an average of 80% grade total for the year.

- Year 1 – Beginning with 0 and ending with 2000 OJT
- Year 2 – Beginning with 2000 and ending with 4000 OJT
- Year 3 – Beginning with 4000 and ending with 6000 OJT
- Year 4 – Beginning with 6000 and ending with 8000 OJT

DPU Apprenticeship Program Testing Policy

Passing score for module test is 70% or more. Anything lower apprentices *must* retake the test in 48 hours.

If apprentices does not earn a passing score the second time, the apprentices must wait at least 14 calendar days before retaking the exam a third time.

Apprentice is given (3) opportunities to pass each module exam. If apprentices fails all (3) tries, they will be charged \$20 per attempt for the fourth and so on. By payroll deduction.

I understand and agree to DP University Apprenticeship program testing policy as stated above.

Signature _____ **Date** _____

Cancellation Policy

By registering for Apprenticeship Program, Student assumes responsibility for material costs should they elect to leave the program. Reasons for leaving include but are not limited to consistent absenteeism, informal or formal withdrawal, termination or voluntary separation from DP Electric. See below for cost breakdown by program level.

1. If a student elects to discontinue program they must inform the Education Coordinator immediately in writing at Yanet.Sanchez@dpelectric.com
2. Student will be responsible for costs below based on their progress within the program.

Core – NCCER Connect + Paperback Trainee Guide (\$90.00) + 2020 Code Book (\$100.00) – Total Cost of **\$190.00**

Level One – NCCER Connect + Paperback Trainee Guide (\$100.00) + 2020 Code Book (\$100.00) – Total Cost of **\$200.00**

Level Two – NCCER Connect + Paperback Trainee Guide (\$140.00) + 2020 Code Book (\$100.00) – Total Cost of **\$240.00**

Level Three – NCCER Connect + Paperback Trainee Guide (\$140.00) + 2020 Code Book (\$100.00) – Total Cost of **\$240.00**

Level Four – NCCER Connect + Paperback Trainee Guide (\$140.00) + 2020 Code Book (\$100.00) – Total Cost of **\$240.00**

3. In the event of termination or voluntary separation, book fees will be charged to the apprentice's last paycheck. If student chooses to discontinue program and does so in writing, student will have the option to spread repayment across multiple pay periods.

I understand and agree to DP University Apprentership cancellation policy as stated above.

Signature _____ Date _____