



**2017-2018 APPRENTICESHIP PROGRAM APPLICATION FORM**

Please complete **both sides** of this form printing clearly. Submit completed registration form to Amy Kent at above address or fax or email [kent@ncsqared.com](mailto:kent@ncsqared.com)

**FINAL REGISTRATION DEADLINE: AUGUST 18, 2017**

Name: Last                      First                      M.I.			Street Address:		
City		County		State	Zip
Date of Birth (Mo/Day/Yr)			Email Address		
Daytime Phone # <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell			Evening Phone # <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Were you a trainee in the Manufacturing 2000 (M2K) program? Yes or No			Are you a former Bots IQ Student? Yes or No		
Gender	Race		Are you a Veteran/Active Military?    Yes or No		
How did you hear about the NTMA Apprenticeship Program? <input type="checkbox"/> My Company <input type="checkbox"/> I saw an Ad <input type="checkbox"/> Mailing <input type="checkbox"/> I was referred by an Individual <input type="checkbox"/> I was referred by an Organization <b>Please tell us where you saw the ad or who referred you:</b>					

**Employer Information**

Company Name		Company Street Address	
City		State	Zip
Company Phone Number		Company Fax Number	
Company Contact's Name and Title		Company Contact's E-Mail Address	
Apprentice's Length of Employment (Month/Year) From                      To		Is Company a NTMA Member Company? (Yes or No)	
Position Held		Hourly Rate	

Complete other side

*The NTMA affords equal opportunities to all qualified persons regardless of their race, color, religion, creed, sex, age, national origin, sexual orientation, veteran status or non-job related handicap or disability.*

**Indicate what year of the NTMA Program you are entering:**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

\*All 1<sup>st</sup> year apprentices will be required to take the TABE test offered in August.

**Do you want to take advanced placement testing?** NOTE: There is a fee associated with taking this test.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Training Site Locations:** Please indicate your ***First & Second*** site choice where you would like to attend.

**NOTE: Due to enrollment constraints your preferred site may not be available.**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**Site Locations:**

**Central Westmoreland CTC**—New Stanton – Year 1-Tues, Year 2 & 4-Wed., Year 3-Thurs 6PM – 10PM

**Northern Westmoreland CTC**—New Kensington – All years Wed 5:30PM -9:30PM

**New Century Careers TIC** —Pittsburgh’s Southside –Year 1 & 4 –Tues, Year 2 & 3–Thurs. 5:30PM -9:30PM

*\*Years 1 & 2 will incorporate hands on instruction.*

***Classes will start week of September 11, 2017 at all locations.***

**Indicate who is registering you for the NTMA Program:**

Company \_\_\_\_\_ Student \_\_\_\_\_

**Are you a registered apprentice with the Department of Labor Bureau of Apprenticeship & Training?** \*To meet the Pennsylvania state requirements for journey person’s status, an apprentice must be registered with the state and attend 144 classroom hours of training concurrently with 2000 hours of practical on the job experience per year with their employer.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please indicate WHO will be making Payment:**

**Tuition Costs: Years 1 & 2 (includes hands on instruction)**

NTMA Member= \$1,290 Non-Member= \$1,570

**Tuition Costs: Years 3 & 4**

NTMA Member= \$1,090 Non-Member= \$1,340

**Book Costs: Year 1= \$485 Year 2= \$195 Year 3= \$165 Year 4= \$315**

**Books:** Company \_\_\_\_\_ Student \_\_\_\_\_ (Book costs must be paid before start of classes)

**Tuition:** Company \_\_\_\_\_ Student \_\_\_\_\_ *If student paying : Will you need a Payment Plan?* \_\_\_\_\_YES \_\_\_\_\_NO

**If applicable, AP Test:** Company \_\_\_\_\_ Student \_\_\_\_\_.

NOTE: Invoices for tuition and books will be mailed in August. BOOK payment MUST be received prior to the start of classes.

**PLEASE READ THE FOLLOWING AND SIGN BELOW:** I understand that by signing this application I, or my company, become(s) responsible for all payments, which may include tuition, books and advanced placement testing. Failure to comply could result in dismissal from the NTMA program.

***Company Representative Signature is required if responsible for paying any of the aforementioned fees.***

APPLICANT SIGNATURE:	DATE:
COMPANY REPRESENTATIVE SIGNATURE (IF REQUIRED):	DATE:



## APPLICATION DETAILS ~PLEASE READ~

- Upon receipt of your application, we will send you a **confirmation letter** in the mail confirming your school location with start date/times for classes.
- If you are a **YEAR 1 Apprentice/entering the program for the first time** - you will receive a letter noting when and where you will be required to take the TABE test. It will be offered prior to the start of classes. This is an adult basic skills math test. **Every Year 1 Apprentice is required to take it.** There is no fee for this test.
- If you marked on your application form that you are interested in taking **Advanced Placement Testing** - you will receive a letter with details along with a sign-up form for the test. The test will be offered prior to the start of classes. An invoice will be included with the sign-up form. Year 1 or 2: **Total Cost = \$100** (Math = \$50, Blue Print & TMT = \$50). Year 3: **Total Cost = \$150** (Math = \$50, TMT = \$50, GD&T = \$50)
- You may test out of one year (Years 1,2 or 3) through Advanced Placement. Apprentices are permitted to test out of only one year per school year. There is no Advanced Placement testing for Year 4.
- It is important to **list your employer's contact person** on your application form. Please be sure to give us their name, phone number and **email**. We correspond with employers on a regular basis throughout the year and it is helpful to have this information.
- If you marked on your application form that you (the apprentice) are responsible for **tuition and/or book payment**, you will receive an appropriate invoice in the mail prior to the start of classes. Monthly payment plans are available for tuition. Please inquire. **Note: All books MUST be paid for PRIOR to the start of classes if being paid by you (the apprentice).**  
  
If your company is responsible for payment, your company will receive an invoice directly.
- If you're interested in **purchasing books on your own**, contact Amy for book information. Otherwise, you will be supplied books on the first day of class.
- Please indicate your **First & Second** site choice where you would like to attend on the registration form.  
**NOTE: Due to enrollment constraints, your preferred site may not be available.**
- If your work schedule prohibits you from attending evening classroom training, please contact Amy about online training through the NTMA National organization.
- **Hands-on Training** is now included for Years One and Two at all sites!
- Companies: Contact Eric Ramsay, Director, Apprenticeship and Training Office, PA Department of Labor & Industry to **register your apprentice with the state of PA.** Ph: (717) 787-6997 or [eramsay@pa.gov](mailto:eramsay@pa.gov)
- **Site Schedules: Central Westmoreland CTC** : Year 1: Tuesdays 6-10PM, Year 2 & Year 4: Wednesdays 6-10PM, Year 3: Thursdays 6-10PM  
**Northern Westmoreland CTC** - All years: Wednesdays 5:30-9:30PM  
**Training Innovation Center**-Year 1 & 4 Tuesdays 5:30-9:30PM, Years 2 & 3, Thursdays 5:30-9:30PM

All Classes start the week of September 11<sup>th</sup>.

Questions, call Amy Kent at (412) 258-6624 or email at [kent@ncsquared.com](mailto:kent@ncsquared.com)