

APPRENTICESHIP NEW APPLICANT INFORMATION

New Apprentice / Craft Trainee Application

This application must be filled out by the applicant. Along with this form we will need a copy of his/her driver's license and a copy of his/her high school diploma. Additionally, if the student will be seeking credit for any related training done in the past, we will need documentation of their schooling.

Test & Interview Date for July

These are the absolute last Test & Interview dates available before the start of the Fall CORE session and any individual planning on attending the Test & Interview day must be registered by at least 2 days prior.

Fall CORE 2014 Flyer and Enrollment Form

In order to be eligible for the 2014-2015 school year, any individuals you want to add must complete the Test & Interview process and attend one of the days listed on the above document, attend CORE Orientation on July 28th (or have one scheduled for them during OVCEF business hours after the 28th), complete and pass the Fall CORE sessions in August, and then be enrolled in the 2014-2015 school year to begin classes in October.

Orientation Dates for 2014-2015 School Year

Your students must all attend the Orientations for their level and trade, including your CORE students.

2014-2015 School Year Enrollment Form

After a student has successfully completed and passed CORE, OVCEF must receive an Enrollment Form for each individual student planning to attend classes.

Group Schedules for 2014-2015 School Year

This document provides the Saturday class session dates for all trades. More information on locations and instructors will be provided at student orientations. In addition, every Saturday listed on this document is an available date for testing. At orientation, students will receive a document that outlines each Saturday's testing location for every trade. Providing all available days.

OJT Hour Credit

You may credit your employee with the hours he/she has worked since he/she began his/her employment with your company. You may fill out a Monthly Job Hour Report for each month in which he/she was employed by your company from the first date of hire until the current month. These documents must be submitted *prior* to registering him/her with the State of Ohio as an apprentice. Once he/she is registered, according to our *Standards of Apprenticeship*, we may not credit him/her with any OJT hours. If you have questions on this, please don't hesitate to ask.

Employment Verification Form

The top portion of this form is required to be sent to OVCEF by the Ohio State Apprenticeship Council (OSAC) for apprenticeship registration completion with the State of Ohio. Upon termination of the employee, the bottom portion of this form must be submitted to OVCEF as proof to OSAC of employee/employer separation.

Subscribing Contractor/Apprentice Agreement

This agreement is also an important requirement of the Registered Apprenticeship Program through OSAC. This must be signed by a Subscribing Contractor representative and the apprentice, then sent to OVCEF for an OVCEF representative to sign. It is important to understand the agreement and the responsibilities of all parties.

For a New Applicant, the order in which the process goes is this:

1. Applicant fills out Application
2. Application and needed paperwork are submitted to OVCEF
3. Applicant or employer registers applicant for Test & Interview
4. Applicant attends Test & Interview, and takes TABE test
5. If the applicant meets the requirements for our program per the TABE test score, the applicant will be interviewed and advised the details of the program
6. At this point, or when all necessary paperwork is complete, the applicant will be registered with the State of Ohio as an apprentice
7. Employer registers the applicant for the next CORE session - in your case, Fall CORE 2014
8. Student attends CORE Orientation, as it is mandatory and a prerequisite for Level 1 of any trade
9. Student attends all three CORE Saturday sessions and passes all CORE tests by the last Saturday session
10. If student passes and completes CORE the student is enrolled into the next school year - in your case, the 2014-2015 School year
11. The student comes to orientation for his/her trade, as listed on the Orientation Schedule
12. The student starts classes on the dates listed on the Group Schedule
13. The student attends all appropriate classes and passes all tests within the designated school year to complete their current trade level and be eligible to continue to the next level.