



# HOW TO REGISTER A NEW STUDENT WITH OVCEF

Once an employee has been selected to enter apprenticeship, please follow the steps in the order below.

Per the Ohio State Apprenticeship Council, students will not be registered with the State of Ohio without the required documents. Please feel free to use this form as a checklist for each student as you process their documentation.

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

TRADE \_\_\_\_\_ STARTING LEVEL \_\_\_\_\_

## STEP 1 - SUBMIT DOCUMENTS

Complete **all** forms for new student and submit *all forms at the same time* to **Mia@OVABC.org** within 30 days of first notification to OVCEF

New Apprentice-Craft Trainee Application

Employment Verification Form

Subscribing Contractor Agreement

Completed OJT Credit Form

Copy of employee's driver's license or birth certificate

Copy of employee's high school diploma or GED

Any trade, vocational, or college transcripts (if applicable)

DD-214 Discharge Document (if applicable for veterans)

Ohio Dept of Job/Family Services Apprentice Agreement Form

Individual Student Enrollment Form

NCCER Registration and Release Form

## STEP 2 - TEST & INTERVIEW

Once all forms are submitted, the student may be scheduled for a **Test & Interview** on the soonest date available

Please contact us at least 24 hours prior to the desired test date. The test and interview take between 2-3 hours.

## STEP 3 - AWAIT REGISTRATION

After a student has completed the Test & Interview process, OVCEF must complete the remaining processes

Review requested RI & OJT Credit and submit for approval

Register student as an apprentice with the State of Ohio

Complete VA registration documentation

Enroll student into classes (when applicable)

## FINALIZATION

**\*\*A student is not registered with the State of Ohio until you receive an email confirmation with their Apprenticeship Agreement containing their ID number and apprenticeship start date.\*\***

Students are not eligible to work on Prevailing Wage jobsites at apprenticeship rates until they are officially registered with the State of Ohio. Once registered, they may be paid at the apprenticeship rate and you may request Davis-Bacon certificates.

After a student is registered, employers must submit bi-annual Job Progress Reports and regularly document the student(s)' OJT Hours and report them to OVCEF as required